

**Lower Umpqua Library District
Board of Directors Meeting Minutes
9/09/2025
Lower Umpqua Library and Zoom**

LULD Board Members: Five present: Ron Eberlein, President, Lee Bridge, Vice President, Gary Goorhuis, Treasurer, and Melissa Lilly, Secretary. Dale Harris attended via Zoom and joined at 6:10.

Staff Present: Alex Kuestner (Director), Lia Hamilton.

Community Members: Colleen Eberlein present via Zoom.

1. Start Zoom.

2. Call to Order: Ron Eberlein called the meeting to order at 6:01 p.m.

3. Pledge of Allegiance: Ron Eberlein led the Pledge of Allegiance.

4. Public Comments: There was no public comment.

5. Review of the Meeting Agenda: Kuestner added items 10.c, 10.d, and 10.e to the agenda. Lilly moved to accept the agenda as amended, Goorhuis seconded, and the motion passed 4-0.

6. Review of the minutes for August 12, 2025: In the public comment, Terry Moore thanked the former board member, Christine Thomas, for assisting the board members with issues regarding employee benefits. Lilly moved to accept the minutes as amended, Ron Eberlein seconded, and the motion passed 4-0.

7. Finances: a. Motion to Pay the Bills: Lilly moved to pay LULD bills as presented by Kuestner: bills over \$500 totaling \$16,414.16 (namely \$13,678.74 to Cardinal Services for payroll, \$762.62 to SDIS for health insurance, \$1,020.00 to Cybrarian for its annual fee, and \$952.80 to Integotec for onboarding and the 1st month of IT service) and bills under \$500 totaling \$3,908.78 for a total amount approved of \$20,322.94. Bridge seconded, and the motion passed 4-0.

8. Library Report: Kuestner

- a. Library statistics report: The circulation of print books and the total people borrowing went down between August 2024 to August 2025. However, the total item renewals went up 41%, the amount of honor system books borrowed went up 143% and electronic checkouts increased by 227%. (Harris joined the meeting at around this time). DVD checkouts were also 5% higher than last year. Overall, the checkouts were just under 5% higher than last year, despite the number of print book checkouts being lower; August 2024 checkouts numbered 1,584, and August 2025 checkouts numbered 1,663. During the last three-month period, July had the highest amount of checkouts compared to August and June. June had the lowest amount of checkouts. Periodical checkouts are lower than before due to *The News Review* switching to weekly releases instead of daily. The archival item on display is switched out every week and saw 16 uses in August. This is comparably lower than previous months, when it saw around 30 uses a month. The bound newspaper volumes will be switched out until it reaches the most recent one.
- b. Displays: The Classics display was moderately popular. The library originally planned for a banned classics display for September, but staff could not research enough banned books in time. Instead, the library will set up a new and recently added audiovisual display, which includes DVDs, music CDs, and audiobooks. The thriller/mystery/true crime display will be left up because it continues to be popular.
- c. Dolly Parton Imagination Library (DPIL): 57 total participants have signed up, and there are 56 current participants. A total of 121 books have been sent out.
- d. Games club: Patrons attend the games club, but not in large numbers. To increase patron attendance, Kuestner suggested incentivizing participation by implementing a raffle ticket system. Attending patrons will each receive one color of ticket, and the winner of the game will receive a different colored ticket. Kuestner also plans to attract patrons by providing healthy snacks. At the end of each quarter, the library will host a tournament with a grand prize to give to whoever wins the game. Friends of the Library (FOL) are willing to help with expenses and incentives for the program. The available games include educational games such as *7 Wonders* and logic games like *Chess*.
- e. Summer Reading Program (SRP): 152 people signed up and participated. Many patrons were interested in the raffle prizes. Library bingo for juveniles and crafts were popular as well.

9. Action Items Follow-up and Report: Kuestner

a. Conferences:

- i. Dolly Parton Imagination Library (DPIL) Conference: This conference occurs on October 14th and 15th in Eugene, OR. The conference is free to attend and provides food, but not lodging. DPIL might provide a group discount on lodging at the Hilton Hotel. As this will be on the day of the next board meeting, the board suggested sending Jonathan Moore (Lead Library Assistant) instead of sending Kuestner. DPIL has regulations on how libraries may promote the program, and as such, this conference will be useful in learning how best to advertise the program at LULD.
- ii. Southern Oregon Library Federation: This conference will take place on October 17th, at Roseburg Public Library. This conference invites representatives from libraries across southern Oregon to discuss issues the libraries face. Interacting with other libraries may help give Kuestner ideas for LULD programs.

b. Neighborhood Libraries (NLs): LULD has been supplying the neighborhood libraries with more books lately. The library has tried to encourage people to take pictures of the state of the NLs to keep up with replacing the books. To keep up with restocking, Kuestner suggested two ideas. The first idea is to get more patrons to share information about restocking and recruit high-school volunteers to restock the NLs. Another idea is giving out a bingo card for neighborhood libraries. To prove that the patrons were there, they would need to take pictures. This gives an incentive for the patrons to use the NLs more and helps the library keep tabs on the NLs. Highland is the most popular out of the NLs. The library receives reports periodically about the Scottsburg and Ash Valley NLs from either Stacey Broussard or patrons. The library does not receive many reports about the Smith River NL. Kuestner suggested posting signs on the NLs, instructing patrons to call the library when the NL is full, as well as providing a map showing where all the NLs are located. Goorhuis agreed and suggested LULD post the library's number on the NLs. Bridge offered to bring materials to the NLs in the outlying areas. Kuestner also mentioned adding CDs to the NLs because staff catalogued around 500 CDs, and instead of creating records for all of the CDs, the library could add the random, less-popular, and caseless CDs to the NLs.

c. Koha and shelving reorganization/weeding project: The library is in the process of reorganizing Koha to be more user-friendly, in addition to adjusting how the physical materials are labeled and organized. Hamilton finished correcting and changing labels in the adult nonfiction section after Kuestner weeded it. This served the purpose of labeling the books under a different call number to get more checkouts, as the previous labels did not garner many checkouts. Kie Smith (the teen intern) has been putting YA labels on the YA books so that the YA books are less likely to get misshelved into any other age group. The library will start weeding the Closed Stacks section soon. Kuestner created a bilingual collection code in Koha to find bilingual books more efficiently. Broussard, Smith, and a volunteer weeded the back shelves in the employee area to unclutter the space.

d. Computers and IT services: Integotec is returning LULD's computers, Friday, 9-12-25, after wiping them. When Integotec arrives at the library, the staff will discuss changing the email server to an easier to use and more reliable alternative with more storage space, and will also bring to attention computer issues that have arisen after Integotec's last appointment.

e. Director checklist:

- Staff meetings continue to be held on the Wednesday after each board meeting.
- Staff member evaluations will be held during the executive session after this board meeting.
- Volunteers: Several teens are interested in volunteering. One teen submitted a volunteer application. In August, the library sent Hamilton to the high school to promote the library, and Kuestner suspects that this helped bring in more interest in volunteering. A new adult volunteer started test-watching DVDs that patrons reported as having issues. They returned several today, and two of them did not work.

10. New Business: Kuestner

a. All Seasons Reading Program: The All Seasons Reading Program involves expanding the Bingo program from the Summer Reading Program (SRP) to include adults. There will be one general interest bingo card and a bingo card for each genre and section (romance, historical fiction, honor system, etc.) Each bingo card will have 25 categories, and one book cannot count for more than one category. A patron will receive one ticket of one color for each square, a ticket of another color for a bingo, and a ticket of a third color for a completed sheet. There will be raffle prizes corresponding to each color of ticket. The Library will ask local businesses for gift cards to raffle. The FOL has agreed to help pay for incentives. The point of the program is to bring to attention parts of the library that patrons might overlook. The ideas for a

grand prize include a drone or a 40-dollar tablet. The library will host an open house event to promote library services, and this program will be launched whenever the open house occurs.

- b. Vegetation on library grounds: The library staff believes that the area around the parking lot might be more appealing with bushes and trees; the trees would provide shade in the summer and an umbrella effect during the winter. The parking lot around the library used to have trees, as shown by a 2012 street-view online, and Kuestner asked why they were removed. Ron Eberlein replied that one tree was cut because its roots were wrecking the pavement. Ron Eberlein said that bushes are better than trees because their roots are not as large or run as deep. Bridge advised the library to ask the city for permission before planting anything.
- c. Grant for rural libraries: Kuestner received word of a \$10,000 grant that rural libraries qualify for. The grant providers will give it to 15 libraries nationwide. This grant can be used for many categories, including books, programs, or payroll. The grant cannot be used for technology or capital expenditures. Stipulations of the grant require three math-inspired events in 2026 on specific dates: Pi Day, Infinity Day, and Fibonacci Day. The grant providers will pay for the programs on these days. One of these days falls on a Monday, when the library would ordinarily be closed. The other stipulations require attending conferences that occur in New York City, January 2026, and Montgomery, Alabama, September 2026. The grant providers will pay for all the expenses related to these events (travel, lodging, etc.) The board approved of Kuestner's potential application for the grant.
- d. CPA: The library wants to switch the CPA from Isler to Huntsman. The library needed work done on the roof, and this put the expenditures over \$250,000. This means that the library needs to get an AUP (Agreed Upon Procedure), and this would make Isler's financial review prices increase. Isler has also caused the library several issues, including seemingly overcharging LULD for corresponding with a representative over email and related issues. If the library kept Isler as the CPA, the price would be \$15,000, but if LULD changed to Huntsman, the price would decrease to \$11,000. Huntsman also has more experience with libraries. Bridge told the meeting about a local CPA. Kuestner informed the board that he and Debb Montclair had already looked into the local CPAs.
- e. Quickbooks: Quickbooks has been raising its annual fee each year, and LULD's account can be renewed in October. Quickbooks would charge LULD \$1,380.00 to renew its account. Quickbooks charged \$999.00 last year and \$600.00 the year before last year. Because Quickbooks' expenditures are listed under office supplies, it would expend nearly all the money in that spending category if LULD paid for another year. Montclair discovered that LULD does not need to pay for Quickbooks because the base program is free for existing users to continue to use; the library was paying for features that it does not use, such as payroll.

11. Executive Session ORS 192.660 Personnel: Kuestner

12. Comments from Board Members:

13. Next board meeting will be held on Tuesday, October 14th, at 6:00 pm.

14. Meeting Adjournment: Eberlein adjourned the meeting at 6:50 pm.

Submitted by:

Date: 2025

Lia Hamilton - Library Assistant

Accepted as written or amended on (date) _____

Approved by:

Date: _____