

Lower Umpqua Library District
Board of Directors Meeting Minutes
01/13/2026
Lower Umpqua Library and Zoom

LULD Board Members: Five present: Ron Eberlein, President, Lee Bridge, Vice President, Gary Goorhuis, Treasurer, Melissa Lilly, Secretary Dale Harris. Absent: None.

Staff Present: Alex Kuestner (Director), Jonathan Moore.

Community Members: Terry Moore attended in person, Colleen Eberlein via Zoom.

1. **Start Zoom.**
2. **Call to Order:** Ron Eberlein called the meeting to order at 6:01 PM.
3. **Pledge of Allegiance:** Ron Eberlein led the Pledge of Allegiance.
4. **Public Comments:** There were no public comments.
5. **Review of the meeting agenda:** Kuestner requested the addition of 10e, 10f, and 10g. Lilly moved to accept the agenda as amended, Harris seconded, and the motion passed 5-0.
6. **Review of the Minutes for December 09, 2025:** Harris moved to accept the minutes as written (with one potential correction to 9d, if Kaitlyn's name is misspelled), Lilly seconded, and the motion passed 5-0.
7. **Finances:**
 - a. Motion to pay the bills: Lilly moved to pay LULD bills as presented by Kuestner: bills over \$500 totaling \$15,154.41 (namely \$6,000.00 and \$5,250.00 to C.J. Huntsman, CPA, for Financial Report and Agreed-upon Procedures, \$762.62 to SDIS for health insurance, and \$13,141.79 to Cardinal Services for payroll) and bills under \$500 totaling \$4,179.79 for a total amount approved of \$29,334.15. Goorhuis seconded, and the motion passed 5-0.
8. **Library Report:** Kuestner
 - a. Library Statistics Report: The number of monthly patrons checking out items continues to be lower than last year. Staff reported that there are sometimes items in the book drop that aren't checked out, so during January the library will disable the self-checkout station to test how much patron error is affecting checkout numbers.

Positive highlights when comparing Dec. 2025 and 2024 include: a 11.63% increase in renewals, total print checkouts are roughly the same, a 120% increase in volunteer count and a 35.14% increase in volunteer hours. Periodical checkouts are roughly equal to December last year, a 58% increase from last month, which reverses a trend of declining periodicals usage since the summer.
 - b. Display: Through December, the library continued the Mystery, Thriller, and True Crime display in front of the circulation desk, and placed a holiday display on a small table prominently displayed in front of the West entrance. For January, these two locations feature adult and juvenile Pacific Northwest displays, respectively.
 - c. Library events: An estimated 140 patrons attended the library open house on Jan. 10. Many people took Library Bingo cards, but not as many as hoped for. (36 cards were distributed.) Archival items (about library history) displayed during that event saw as much use as the entire category typically gets in a month. There were 10 signups expressing interest in potential library programs (clubs and classes). Overall, the event was successful, but library staff would like to bring in a broader portion of the public and will explore how to advertise more widely and effectively in the future.

Nancy Soleim (librarian at Elkton High School) offered to donate autographed books from her personal collection as raffle prizes for the Library Bingo program and to promote the program at Elkton High School.
9. **Action Items Follow-up and Report:** Kuestner
 - a. Grants: The Ready to Read grant funds for the 2026 Summer Reading Program have arrived. The library should find out about the \$3,000 LSTA grant by the end of January.

The Friends of the Library are now officially a 501c3 organization, which will allow LULD to qualify for more grants than formerly.

- b. Neighborhood Libraries (NLs): Jonathan Moore reported that the Oregon Coast Art School in Gardiner installed the NL cabinet there, but it's currently covered with a tarp, and neither the roof nor the shelves are currently installed. He has been reaching out to the person doing the installation to try to ascertain when it will be completed (at which point that NL could be stocked with items).
- c. Koha and shelving reorganization/weeding project: Debb Montclair and Kaitlyn O'Dell shifted the books in the Pacific Northwest section to fill the empty space created when weeding the Adult Nonfiction section. The installation of shelf labels on every shelf throughout the library is halfway complete. Stacey Broussard (with O'Dell's help) created signs for DVD sections, graphic novels, large print, speculative fiction, periodicals, and classics. They will continue to create signs for other sections in the library.
- d. Collections: CSO (the collections agency used by Sue Cousineau, the previous director) only collected about 8% of the debts referred to them. The library is researching potential alternatives.
- e. Director Checklist:
 - i. Staff meetings continue to be held each month, now on the Thursday after the board meeting.
 - ii. Employee evaluations are up-to-date except for Broussard's; Kuestner will present a summary of its status in the executive session.
 - iii. Volunteering has increased from last year, but the library continues to seek more volunteer involvement.
- f. Updated policies/procedures: Oregon has new employment laws. Kuestner confirmed with Cardinal that they are in compliance with the new laws, and presented to the board new policies that LULD needs to post in the staff area.

In agreement with Kuestner's suggestion, Goorhuis moved to amend LULD policy to raise the upper limit for small bills (that don't need to be individually approved by the board) from \$500 to \$1,000. Bridge seconded, and the motion passed 5-0.

- g. Carpet/window cleaning: Cleaning 101 completed the window cleaning on Jan. 9 and the carpet cleaning on Jan. 12.
- h. COLA: Kuestner presented a mathematical breakdown prepared by Montclair, delineating the cost to the library of different Cost-of-Living Adjustment (COLA) levels. After discussion by the board, Goorhuis made a motion to institute a COLA of 2.5%, retroactive to January 1. Bridge seconded, and the motion passed 5-0.
- i. Agreed-upon Procedures (AUP) report: Kuestner reported that Connie Huntsman, CPA, made suggestions for LULD's practices: Combine agendas with minutes (Kuestner said that the library will post them this way in the future); have a larger cushion in the personnel budget, as it was close to running out last year; post executive sessions more prominently on the library website (separate from regular board meetings); regarding budget meeting recesses, if the budget isn't approved during the first meeting, the library must advertise the second meeting; technically, the LULD's full meeting agendas should be published in a local newspaper (but Kuestner noted that doing so would be quite expensive for this small district, and not doing so only becomes a problem if a media organization in the district complains, of which there are none). Apart from these comments, Huntsman's AUP report was positive.

Regarding budget meeting recesses and the publishing of meeting agendas, Harris recommended researching the standard practices of the City of Reedsport and the Lower Umpqua Hospital board.

- j. Landscaping: Kuestner presented quotes from Cleaning 101 and Kyle Barnes (Casey Wicks never responded to LULD's request for a quote). Kuestner recommended accepting Cleaning 101's quote, as it was \$90 versus Barnes's \$160. He said that Leo's Landscaping is currently \$95, but doesn't seem very responsive to feedback. Harris moved to engage Cleaning 101 to provide landscaping services for six months, Lilly seconded, and the motion passed 5-0. Harris also asked that the library look into getting bark chips for the grounds.

- k. Credit Cards: Kuestner presented an offer from PayPal to have a credit card with 1.5% cashback on purchases in general, and 3% on PayPal purchases. LULD makes many purchases through PayPal, and Umpqua Bank only gives LULD up to 1% cash back in points, so Kuestner views the PayPal offer as a good opportunity. Harris inquired whether LULD could keep the Umpqua Bank credit card as a backup, and Kuestner agreed that there wouldn't be a problem with that. Harris moved to apply for the PayPal credit card, Goorhuis seconded, and the motion passed 5-0.

Kuestner noted that Goorhuis's Umpqua Bank credit card appears to still be active. Since LULD is no longer using this card, Kuestner requested that Goorhuis cancel it, as he is the primary account holder.

- l. Email migration: LULD's subscription to BlueJet Hosting's email services expires on Jan. 17. Staff accounts have all been migrated to Microsoft, but some of the board member accounts still need to be migrated. Jayden Henry and Troy Pound are the Integotec staff who are handling the migration.
- m. E-Rate: The deadline to create an account for 2026 is January 15, while the deadline to commit to apply for the program is March 4, so Kuestner intends to create an account while LULD continues to research to determine whether to use the service. Regarding Goorhuis's question from last meeting, and based on what Kuestner has learned thus far: CIPA compliance is based on criteria established by the Federal law that was passed 20 years ago, and individual libraries have broad discretion in how they interpret the law.

10. **New Business:** Kuestner

- a. SDAO is hosting a conference on February 5-8 in Seaside, OR. Enrollment is free for the first 50 people who enroll and \$295 for everyone else. Attending will give the library a 2% discount on next year's insurance premium. Several of the information sessions seem beneficial to LULD. Travel costs for the library would include mileage reimbursement and lodging; Kuestner would find one of the less expensive lodging options, having researched multiple lodging options in the \$70-100/night range. Harris moved to approve Kuestner attending the SDAO conference, including three nights' lodging and other expenses. Lilly seconded, and the motion passed 5-0.

- b. Beanstack subscription/Reading programs: Kuestner suggested that LULD expand the Summer Reading Program budget line item to include year-round reading programs such as Library Bingo.

Beanstack is a subscription that libraries use to help with reading programs and challenges, allowing patrons and staff to track minutes and books read. Kuestner has experience using Beanstack in the Hawaii State Public Library System. LULD is exploring various options for this type of service, including Beanstack. Kuestner sent documents to the board, explaining Beanstack—its subscription tiers and costs.

- c. Advertising/Signage: Kuestner noted that many people in Reedsport seem unaware that the library exists. The library has been advertised in many places, but LULD staff and volunteers need to do more to get the word out to the public. The library's signs cannot be seen well from most angles, including from Fir Ave. (Highway 38). Kuestner suggested that LULD buy signs that would identify the library from a distance, high enough to be seen from Highway 38 and other angles, both at the sides of the building and also at the top of the building, above the windows that look out over the flat roof. The library could budget funds for this project, or seek out a grant to fund it, or host a fundraiser.

As part of advertising for the open house, Jonathan Moore visited churches and businesses to promote the event and follow up on the library's request for donations of prizes (which many of them furnished). Kuestner believes that LULD needs to develop stronger relationships with community organizations in order to promote the library more effectively and involve a greater community base. As part of this effort, Kuestner asked the board members if they could spread awareness of library programs amongst other community organizations they participate in. As a specific case, Kuestner reported that the Lower Umpqua Hospital Pharmacy would not allow Jonathan Moore to post a flyer there, and asked if Bridge could bring this up with the hospital board. Bridge and Harris recommended reaching out to a higher administrative level.

- d. Window issue: The lower portion of a window in an outside door at the East entrance to the library was cracked on December 22. Library staff checked security camera footage but could not determine a cause. The city repaired the window on January 9.
- e. Interlibrary Loan: According to Kuestner, Nancy Soleim, librarian at Elkton High School, reported that EHS approved of the previously proposed interlibrary loan relationship between EHS and LULD. If LULD writes a policy on how lost and overdue items will be handled, she anticipates that Elkton's administration would sign it. Once instituted, each library's catalog would be linked on the other's website, and patrons of one library would be able to borrow items from the other. Soleim lives in Reedsport and would ferry books between the libraries.
- f. Internet options: A Ziply salesman visited the library and offered a price of \$60/month for 200 Mbps for upload and download speed, plus \$20/month for a phone line, compared to \$124/which LULD is currently paying Douglas Fast Net for internet and phone at 100 Mbps download and 10 Mbps upload speed. The library is researching competitors to see if there are any other alternatives. Montclair and Ron Eberlein both use Ziply, and reported that their service has been good.
- g. Library employment: Anna Colling (one of the library's recently-hired pages) unfortunately resigned, citing that her online classes are taking more time than she thought they would. LULD is planning to hire a replacement from the recent pool of interviewees. Kaitlyn O'Dell, the other library page, has been doing a good job.

11. Executive Session ORS 192.660 Personnel: Eberlein

12. Comments from Board Members: Harris warned that the budget process will start in a few months, and therefore the library should make progress now on policy revisions.

Bridge stated that he needs to be more diligent in producing an updated policy on recurring training for directors and senior staff.

13. Next Meeting will be held on Tuesday, February 10th.

14. Meeting Adjournment: Goorhuis moved to adjourn at 7:23 PM, Bridge seconded, and the motion passed 5-0.

Submitted by:

Jonathan Moore - Library Technician

Date: February 3, 2026

Accepted as written or amended on (date) _____

Approved by:

Date: _____