

Lower Umpqua Library District
Board of Directors Meeting Minutes
11/12/2025
Lower Umpqua Library and Zoom

LULD Board Members: Four present: Ron Eberlein, President, Lee Bridge, Vice President, Gary Goorhuis, Treasurer, Dale Harris. Absent: Melissa Lilly, Secretary.

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 6:00 p.m.
3. **Pledge of Allegiance:** Ron Eberlein led the Pledge of Allegiance.
4. **Public Comments:**
5. **Review of the meeting agenda:** Kuestner requested the addition of 9.f.i. Harris proposed the addition of 9.k. Goorhuis moved to accept the agenda as amended, Harris seconded, and the motion passed 4-0.
6. **Review of the Minutes for September 09, 2025:** Bridge moved to accept the minutes as written, Goorhuis seconded, and the motion passed 4-0.
7. **Finances:**
 - a. Motion to pay the bills: LULD (supported by the nonprofit TechSoup) switched to QuickBooks online, which costs \$80/year instead of \$1,300/year. SDIS sent two invoices this month—one for this past month, and one for a month last year for which they previously forgot to bill the library. Goorhuis moved to pay LULD bills as presented by Kuestner: bills over \$500 totaling \$15,450.68 (namely \$13,943.82 to Cardinal Services for payroll, \$762.62 & \$744.24 to SDIS for health insurance) and bills under \$500 totaling \$3,927.27 for a total amount approved of \$19,377.95. Bridge seconded, and the motion passed 4-0.
For the Agreed-Upon Procedures (AUP), most of the financial information has been sent to the CPA.
8. **Library Report:**
 - a. Library Statistics Report: This October, compared with last October, 20-30 fewer patrons borrowed through Koha, continuing a pattern of the last few months. eBooks and eAudiobooks checkouts have been declining nationwide since the pandemic, which is consistent with LULD's experience (although eAudiobooks were up this October, YoY). The library will advertise these resources (available through Library2Go and the Libby app) at the open house in January (see 8c). Volunteers and volunteer hours are up, partly due to some volunteers spending many hours test-watching DVDs. Umbrella checkouts declined YoY, due to the lack of Halloween rain this year. 221 patrons visited the library on Halloween for trick-or-treating.
 - b. Displays: The main display in front of the circulation desk features a "War and Conflict" theme for Veteran's Day. Juvenile periodicals are seeing much more use since being featured in the fire truck display.
 - c. Upcoming library events: The library is planning an open house event to take place in January, which will include the kickoff for the Library Bingo program, a celebration of the 106th anniversary of the first library opening in Reedsport, and potentially a giveaway event for computers and other old equipment.
9. **Action Items Follow-up and Report:**
 - a. Custodial Services: Trisha Jewell with Cleaning 101 was hired to be the library's new custodian, starting on Nov. 8. She's been doing a good job so far.
 - b. Neighborhood Libraries (NLs): Terry Moore connected with Emily Free Wilson at the Oregon Coast School of Art. According to Terry Moore, Wilson wants to install the NL before the end of the year, still has all the NL materials, and she is a big fan of LULD. (Terry Moore also reported that the local KDUN radio station has shut down. The studio is still set up in the art school, if anyone else is interested in starting a radio station.)
Kuestner used the NLs to advertise the Library Page positions. Bulletin boards could be added to the NLs to facilitate more advertisements in the future.

- c. Koha and shelving reorganization/weeding project: Library staff are continuing to make corrections in Koha, often finding errors that go back to the early days of LULD's use of Koha. The weeding project is temporarily paused, pending the hiring of Library Pages, since staff do not currently have enough time to process withdrawn items. Stacey Broussard and Debb Montclair created new signs for the periodicals and DVD sections.
- d. Library jobs:
 - i. Comparisons with other libraries: Kuestner presented data from Florence, Coos Bay, and Hood River, showing that library assistant jobs in those libraries pay around \$20-22/hour. etc. These towns are larger than Reedsport, but they are nearby and pose potential competition in attracting personnel.
 - ii. Possibilities for the future: Kuestner discussed strategies for reducing staff turnover and the accompanying loss of institutional knowledge. One idea would be to expand the Lead Library Assistant position to full-time. Kuestner presented an estimate of how much this would cost. (The job title could also be changed to Library Technician, a commonly used title in libraries, which would reflect its concern with technology.) One way to pay for this came from examining Drain's library budget: Drain allows any cash carryover left at the end of the fiscal year to flow into the following year's budget. Additionally, LULD's existing rainy-day fund could be invested for a better rate of return than the minimal one it currently earns, allowing it to continue growing without as much new influx.
 - iii. Library page interviews: Tomorrow, the library will begin interviewing to hire two Library Pages, with the option of eventually promoting one to Library Assistant. A wide variety of applicants have applied thus far. The shelving test has been expanded, and the interview questions updated to be more relevant.
- e. Director Checklist:
 - i. Landscaping: Leo's Landscaping finally removed the dandelions on the library grounds, but they continue to miss the blackberry bushes. Kuestner and his father planted six periwinkle plants as a test to see how they fare.
 - ii. Staff evaluations are up-to-date. Stacey's would be in January, but she may go on leave before that. The board recommended conducting her evaluation after she returns.
 - iii. Cardinal Services finally calculated the staff's PTO hours correctly, and library staff corrected Cardinal's understanding of LULD's policies, which had many errors.
- f. Updated policies/procedures: After new employees are trained, staff will return to revising LULD policies. They previously focused on revising staffing procedures to prepare for the hiring process.

Patrons with lost items and excessive fines: Kuestner discussed the need to update LULD policies to stipulate a procedure and schedule for communicating with recalcitrant patrons, and eventually handing them off to a collection agency. There are agencies that specialize in handling library debts, including "gentle nudge" techniques that encourage patrons to return lost items. Harris suggested turning over current delinquent patrons to a collection agency, while revising LULD policy for future incidents.

Some patrons who *do* return high-demand/value items, but long after their due date, after which (by current LULD policy) they can immediately check out high-value items again. Klamath Falls doesn't let a patron borrow items from their "library of things" (tools, electronics, etc.) if the patron was previously long overdue in returning such an item. Harris suggested that patrons be required to submit a deposit. To make it more affordable, it wouldn't need to be the full \$200 retail value of a hotspot (e.g.), but it could be \$20-25. Kuestner also proposed that patrons could earn full borrowing after a track record of responsible borrowing.

 - i. Policy on comp time: LULD has a policy stating that when an employee works in excess of 40 hrs in a week, comp time is earned, which can then be redeemed over a period after that. Harris interpreted this to apply when an employee is forced to work longer than usual (e.g. Kuestner staying late for a board meeting), but the board would not want a large amount of comp time to accumulate. Bridge stated that, typically, comp time is approved in advance and is then consumed before other leave time and that a full time position is based on 2080 hours per year. Time worked in excess of that amount would be comp time.

Harris and Bridge concluded that Kuestner could earn comp time when specially required to work longer (such as for a board meeting or conference, or budget preparation), but that his time use during normal library operations would be up to his own discretion/management.

- g. Carpet cleaning: The library carpets were last cleaned in late November 2024, but it was difficult to find volunteers due to the holidays. Sherry Paul recommended cleaning the carpets during January, after the open house event (which could make a mess).
- h. Outdated equipment disposal: According to Oregon laws, a public library can give equipment to other government or nonprofit organizations, or advertise a donation event at which the public can come and take equipment. This event could be combined with the open house or hosted at some other time. Lee believes that surplus equipment can also be sold. Kuestner believes that LULD's outdated computers wouldn't sell for much, if anything. The senior center wants two. The board approved hosting a disposal event for the rest.
- i. Credit cards: Kuestner spoke with the bank manager at Umpqua Bank, who will investigate why their point system isn't working for the library's card. Other options for credit cards are being researched and Kuestner showed the board some of these.
- j. Updated volunteer log: Kuestner presented a sheet for the board to log their volunteer hours, both in-meeting and during the month.
- k. Jonathan Moore reported on the Dolly Parton Imagination Library (DPIL) summit of October 14 & 15, which was attended by library-related people from all over Oregon. Statewide, the DPIL in Oregon has enrolled 33% of eligible children, and their target is 65%, which they consider "full enrollment". LULD currently has 67 children enrolled, and the number of eligible children in the district is (very roughly) estimated at 200, so LULD is close to the current statewide enrollment, despite being the most recent district to join. But, there is still quite a way to go in bringing more children to the program.

The conference included panels on community outreach (to enroll/involve more children), fundraising, and undelivered books (which some post offices will return to their local program partner/library). Ideas for community outreach include cooperating with other organizations (e.g. the hospital, doctor's offices, or daycares) and hosting community events (such as photo contests, or "graduations" for children who finish the program), or simply exploring additional avenues for advertising. Fundraising will not be a concern for LULD for the next few years (in regards to DPIL), due to the generous \$10,000 grant from the Oregon Community Foundation, but the library should still begin seeking funding to continue the program when that grant runs out.

10. New Business:

- a. Underpayment to retirement accounts: Cardinal sends payroll reports to the library, which include the amount to submit for retirement contributions. Kuestner has been using these numbers to determine how much money to send to Acensus (which manages the employee retirement accounts). But Cardinal is now saying that these numbers they previously provided are incorrect and should not have been referenced. Montclair calculated how much employee retirement accounts have been underpaid due to this error, and Kuestner presented these numbers to the board.

Goorhuis moved that LULD pay \$2,715.24 out of the Contingency fund to rectify the underpayment of retirement accounts. Harris seconded and added that affected employees should sign a document to affirm that they are satisfied with the correction. The motion passed 4-0.

- b. Window cleaning: Kuestner presented a quote from Cleaning 101 to clean the exterior and interior windows, not counting the extremely high windows and the round window in the children's section. Harris made a motion to clean the windows for the bid of \$476, Goorhuis seconded, and the motion passed 4-0.

11. Comments from Board Members: Harris announced the Friends of the Library book sale to be held this Friday and Saturday. Bridge suggested that Kindle Unlimited could be one cause of the lower eBook usage.

12. Next Meeting will be held on Tuesday, December 9th.

13. Meeting Adjournment: Bridge moved to adjourn, Harris seconded, and the motion passed 4-0.

Submitted by:

Jonathan Moore - Lead Library Assistant

Date: Dec. 3, 2025

Accepted as written or amended on (date) _____

Approved by:

Date: _____