

Lower Umpqua Library District Board of Directors Meeting

395 Winchester Ave.

Reedsport, Oregon 97467

6:00 pm, Tuesday, December 09, 2025

1. Start Zoom
2. Call to Order Eberlein
3. Pledge of Allegiance Eberlein
4. Public Comment – 3-minute limit per individual
5. Review of the meeting agenda Eberlein
6. Review of the Minutes, November 12, 2025 Eberlein
7. Finances Kuestner
 - a. Motion to Pay the Bills
8. Library Report Kuestner
 - a. Library statistics report
 - b. Displays
 - c. Upcoming library events
9. Action Items Follow-up and Report Kuestner
 - a. Grants
 - b. Neighborhood libraries
 - c. Koha and shelving reorganization/weeding project
 - d. New employees
 - e. Director checklist
 - f. Updated policies/procedures
 - g. Carpet/window cleaning
 - h. Outdated equipment disposal
 - i. Collections
10. New Business Kuestner
 - a. E-Rate
11. Comments from Board Members
12. Next meeting January 13, 2026
13. Meeting Adjournment

Lower Umpqua Library District
Board of Directors Meeting Minutes

12/09/2025

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 6:00 p.m.
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 10b, and Harris requested the addition 10c. Harris moved to accept the agenda as amended, Goorhuis seconded, and the motion passed 5-0.
6. **Review of the Minutes for September 09, 2025:** Goorhuis moved to accept the minutes as written, Bridge 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 \$14,857.35 (namely \$762.62 to SDIS for health insurance and \$14,094.73 to Cardinal Services for payroll) and bills under \$500 totaling \$3,828.35 for a total amount approved of \$18,686.32. Goorhuis seconded, and the motion passed 5-0.
8. **Library Report:** Kuestner
 - a. Library Statistics Report: In November 2025, there were fewer patrons checking out items in Koha compared with November 2024, continuing the trend of the last few months. Possible contributing factors: the library was open fewer hours, due to a high number of holidays and Saturdays; fewer new books were added due to Ingram delays; and November 2024 saw a peak in periodicals usage, which has since plunged as regular newspapers (such as the Roseburg Beacon or News-Review) have been discontinued or are not published as frequently. Positive statistics for November 2025 include: Juvenile borrowing, website usage, volunteer count, and volunteer hours are all up from last year.
 - b. Displays: During November, the main display in front of the circulation desk featured military history (for Veteran's Day). For the beginning of December, it features Mystery, Thriller, and True Crime, and halfway through December will be changed to being holiday-themed (with holidays from various traditions).
 - c. Upcoming library events: The library will host an open house on Saturday, January 10th, combining multiple elements: an open house introducing all the various services and items that the library provides, the kickoff for the library bingo program, and a celebration of the 106th anniversary of library services in Reedsport. Raffle drawings will happen throughout the day; tickets will be given out for participating in the event and for bringing food to a food drive. There will also be signups for possible programs such as genealogy, computer classes, book club, games club, and the Friends' work group. The Friends agreed to pay a total of \$375 for refreshments and related items at the open house, and contributed \$500 for drawing prizes. Sherry had the

idea of involving local businesses at tables scattered throughout the library, but LULD staff thought this would distract from the library-oriented event. Instead, this event is being considered for the Spring when weather allows the business fair to be set up in the parking lot.

9. Action Items Follow-up and Report: Kuestner

- a. Grants: The library received the SDAO safety and security grant, a 1:1 matching grant for up to \$2,500 from SDAO. This money could be spent on (e.g.) cybersecurity equipment and an overhaul of the library's security camera system, both projects LULD was planning to do anyway, but this grant would pay for half the cost.

Last week Kuestner applied for the Strong Libraries LSTA Mini Grant, a \$3,000 Federally-funded grant administered through the State Library of Oregon. This grant would cover payroll expenses for a specific project; the eligible project Kuestner chose is cataloging, processing, indexing, and digitizing the local history/archival items in LULD's possession, with the goal of making them more accessible and visible to the public. Applicants will be notified in mid-January and the grant disbursed in early February. The regular LSTA grants are not available this year since the Federal government cut their funding.

- b. Neighborhood Libraries (NLs): Terry Moore reported on the art school's NL. Emily Free-Wilson had an artist paint the NL, and said that she and her staff will install it by the end of the year.

Kuestner reported that the Highland Pool NL has been seeing a lot of use.

- c. Koha and shelving reorganization/weeding project: LULD staff continue to fix errors in Koha. These are primarily older records where the age demographic is improperly listed, impacting both statistics and findability. Kuestner will soon resume weeding the collection, section-by-section, now that the library pages have been trained.

- d. New employees: LULD received approximately 25 applications for the library page openings, which is significantly higher than any previous round of applications. LULD offered interviews to 15, of which 14 showed up. Kuestner and Jonathan Moore conducted interviews over four days and hired the two top candidates, Anna "Fox" Colling and Kaitlyn O'Dell. They are each working 10 hours per week, and thus far are doing well in their primary duties of shelving and processing.

- e. Director Checklist:

- i. Leo's Landscaping continues to handle landscaping on the library grounds every month, but they persistently miss blackberries and dandelions in certain areas despite being notified about them. They have not responded to requests from Debb Montclair and Kuestner to establish a formal contract with LULD. Kuestner recommended switching to Trisha Jewell from Cleaning 101, who offered to have her company provide landscaping services for \$90/month. Cleaning 101 has been very responsive to our feedback about the janitorial service and has been doing a good job thus far, so Kuestner believes they would be better than Leo's for landscaping. Bridge recommended two other options for Kuestner to research: Kyle Barnes and Casey Wicks.
- ii. Staff meetings continue to be held every month, generally the day after the board meeting.
- iii. There has been an increase in the number of volunteers every month, primarily from teens seeking community service hours from their schools and adults test-watching DVDs.
- iv. Cardinal Services is finally calculating the staff vacation hours accurately, although they are making other things more difficult by repeatedly changing their reports and where on their site the reports are located.

- f. Updated policies/procedures: Kuestner presented a version of the LULD dress code policy, which has been updated to be more detailed, as well as a procedure for processing books. Harris moved to adopt the new dress code, incorporating the edits made by Montclair, Lilly seconded, and the motion passed 5-0.

- g. Carpet/window cleaning: The carpet cleaning is scheduled for Monday, January 12th with B&B Janitorial (the company that has traditionally handled LULD's annual carpet cleaning). This would cost \$1,793 and require helpers to come in to move furniture right after the open house on Jan. 10th. The Friends of the Library approved \$300 to pay people to help move the furniture (Rico Duval and Kyle Barnes were suggested).

Trisha from Cleaning 101 spoke with Montclair and Kuestner to offer a competing bid of \$1,600, plus she offered to bring a crew in to move furniture for an additional \$200. The cleaning would be accomplished on two days, one for each half of the library, allowing the furniture to be moved to the side of the library on each day. The whole project would be accomplished on the weekend without disruption to regular library service.

Harris moved to accept the bid from Cleaning 101 to clean the carpets for \$1600 + \$200 to move furniture, Goorhuis seconded, and the motion passed 5-0.

Interior windows will be washed by December 13th, and exterior by the end of December.

- h. Outdated equipment disposal will be incorporated into the open house. If there are more interested patrons than computers, there will be a raffle to decide winners. Similarly, the library will try to dispose of other equipment, such as the typewriters and the HP printer that was replaced. Bridge will search for the LULD policy on equipment disposal. Harris inquired what the library will do if some equipment remains after the event. Kuestner replied that staff would explore other options, such as giving equipment to Douglas County Amateur Radio Emergency Service's Winlink (Bridge's suggestion) or to volunteer-run libraries in Douglas County.
- i. Collections: LULD is in the process of researching collection agencies that Kuestner learned about at the Southern Oregon Library Federation (SOLF) conference. Montclair contacted CSO Financial, the agency used by LULD in the past, and discovered that of 49 patrons they were assigned, only seven sent payments. Jonathan Moore printed a report of the 200 LULD patrons with the most fines, who collectively owe \$11,522.55. Most of these are patrons with items in long overdue lost status (meaning the patron never returned the items and now owes the value of the items in fines). Kuestner proposed the following policy regarding delinquent patrons: If LULD has attempted to contact the patron three times and 90 days have passed since their items were due, and if the patron has at least \$50 in fines (primarily due to lost items), the patron will be referred to a collections agency.

10. New Business: Kuestner

- a. E-Rate is a Federal program by which eligible rural public libraries and schools can have their total internet expenses subsidised by up to 90% (which would bring LULD's current Internet bill from \$124/month to \$12.40/month, and possibly pay for a new router in the same ratio). Kuestner and Jonathan Moore met with representatives who explained the program. To qualify, LULD would need to become compliant with the Child Internet Protection Act (CIPA), which would involve configuring a filter that would block children using the library's public computers from accessing content the Federal government considers harmful. This filter would need to be monitored by library staff, and reports on the filter, its usage, and accompanying policy would need to be maintained and made available to the government upon request. It might be possible to link the filter with Cybrarian so that it would automatically exempt patrons who log in with an adult library card. There is a multi-step process to sign up for E-Rate; the soonest LULD could become eligible would be July 1, 2026.

Harris inquired about the process for staff to monitor the content filter. Kuestner responded that, as far as he understood, the filter would normally function automatically, but that staff would need to monitor that process to ensure compliance. Harris expressed concern over the staff time required to maintain the filter

and make reports to the government. Goorhuis raised concerns about what the government might consider harmful. Harris recommended that Kuestner research the experience of any other libraries in Oregon that use the E-Rate program.

- b. Financial Report (Agreed-Upon Procedures, AUP): [6:50] The CPA Connie Huntsman submitted the initial financial report, and she is to submit the Agreed-upon Procedures (AUP). She wants to speak with a board member on the phone; Kuestner recommended Goorhuis, since Huntsman had questions related to the credit cards, and Goorhuis was involved in the process of setting them up. Eberlein suggested a correction to the dates when board member terms expire (which happens during odd-numbered years). Harris asked whether Huntsman would provide affirmation that LULD's finances are in order. He mentioned the possibility of Huntsman attending a meeting to explain to the board directly.
 - c. Cost-of-Living Adjustment for 2026: Harris reported that Social Security is getting a 2.8% adjustment; certain OR employees are getting 2.5%. In the past, LULD has used the Social Security number, and Harris proposed that the board discuss further in executive session in January, to which the board agreed.
- 11. Comments from Board Members:** Harris reported on the event last night at the community center, which raised \$30,000 in support of the local food pantry.
- 12. Next Meeting** will be held on Tuesday, January 13th.
- 13. Meeting Adjournment:** Bridge moved to adjourn at 7:01, Harris seconded, and the motion passed 5-0.

Submitted by:

_____ Date: Dec. , 2025

Jonathan Moore - Lead Library Assistant

Accepted as written or amended on (date) _____

Approved by:

_____ Date: _____