Lower Umpqua Library District Board of Directors Meeting

395 Winchester Ave.
Reedsport, Oregon 97467
Tuesday, 6:00 pm May 12, 2026

1. Start Zoom
2. Call to Order Eberlein
3. Pledge of Allegiance Eberlein
4. Zoom call with Port Orford Public Library's director, concerning E-Rate and CIPA
5. Public Comment – 3-minute limit per individual
6. Budget hearing for 2026-2027 fiscal year
    a. Budget-related resolutions
7. Review of the meeting agenda   Eberlein
8. Review of the Minutes, March 10, 2026   Eberlein
9. Finances   Kuestner
    a. Motion to Pay the Bills
10. Library Report   Kuestner
    a. Library statistics report
    b. Displays
    c. Library Programs/Events
    d. Fire extinguishers
11. Action Items Follow-up and Report   Kuestner
    a. Koha and shelving reorganization/weeding project
    b. Budget
    c. Grants
    d. E-Rate
    e. Updated policies/procedures and resolutions
    f. Director checklist
    g. Conferences
    h. Neighborhood Libraries
    i. Summer Reading Program
    j. Security cameras and router replacement
    k. Summer hours
12. New Business   Kuestner
    a. Thriftbooks
13. Executive Session ORS 192.660 Personnel   Eberlein
14. Comments from Board Members
15. Next Meeting June 09, 2026
16. Meeting Adjournment

Lower Umpqua Library District
Board of Directors Meeting Minutes
05/12/2026
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) and Debb Montclair.
Community Members: Chris Adamson, Terry Moore (via Zoom), Colleen Eberlein (via Zoom), Denise Willms (via Zoom).

1. **Start Zoom.**
2. **Call to Order:** Ron Eberlein called the meeting to order at 8 PM.
3. **Pledge of Allegiance:** Eberlein
4. **Zoom call with Port Orford Public Library's director, concerning E-Rate and CIPA:** Denise Willms spoke to the board about Port Orford's experience with E-Rate. Willms highly recommended E-Rate and stated that her library receives over $20,000 per year from the program, paying for internet, up-to-date network equipment, and network-related IT service. She believes that the library could apply for both parts of E-Rate (internet service costs, and network equipment/service costs). She also recommended hiring an E-Rate consultant, saying that the roughly $1,500 annual fee is well worth it to help navigate the constantly shifting application process. She reported that her library uses filters at the firewall level to comply with CIPA content filtering requirements. She believes that, so long as the library reports that it is genuinely attempting to comply with CIPA, E-Rate is highly unlikely to impose stringent oversight or micromanage the library's method of filtering content. (See 11d for further E-Rate discussion.)
5. **Public Comments**: Terry Moore noted that sometimes the Zoom camera shows the full meeting table, and requested that it do so in the future (if possible).
6. **Budget hearing for 2026-2027 fiscal year**:
   a. Budget-related resolutions: Kuestner presented three resolutions to the board. Goorhuis moved to adopt Resolution 2025-05 to adopt the budget for fiscal year 2026-2027 and Bridge seconded, while noting amendments: "$825.457.00" to "825,457.00", "305 Winchester Avenue" to "395 Winchester Avenue", and the addition of a line authorizing the levying of $.39 per $1,000 of assessed value. The motion thus amended passed 5-0. Harris moved to adopt Resolution 2026-02 Transferring Library Funds for 2026-2027 fiscal year, authorizing the transfer of $10,282.00 (from LB-20 Line 3) in back taxes already received into the 2026-2027 fiscal year's budget towards materials and services, and the transfer of $8,707.00 (from LB-20 Line 8) in general donations to collection development for the 2026-2027 fiscal year. Lilly seconded, and the motion passed 5-0. Harris moved to adopt Resolution 2026-04 Adopting the Budget, for a total of $825,457.00, which will be on file at 395 Winchester Ave., and imposing a tax of $.39 per $1,000 of assessed value. Bridge seconded, and motion passed 5-0.
7. **Review of the meeting agenda:** Lilly moved to accept the agenda as presented, Harris seconded, and the motion passed 5-0.
8. **Review of the Minutes for April 14, 2026:** Kuestner requested amending the Executive Session minutes to change "Alex" to "Kuestner". Bridge moved to approve the minutes of April 14, 2026, as amended. Lilly seconded, and the motion passed 5-0. Harris moved to adopt the April board meeting minutes, including the separate minutes for the Executive Session, Goorhuis seconded, and the motion passed 5-0.

9. **Finances:**
   a. Motion to pay the bills: Goorhuis moved to pay the bills as presented by Kuestner: bills over $1,000 totaling $13,924.15 (to Cardinal Services for payroll) and bills under $1,000 totaling to $10,301.94 for a total amount approved of $24,266.09. Bridge seconded, and the motion passed 5-0.

10. **Library Report:** Kuestner
   a. Library Statistics Report: eBooks increased by 9.49%, eAudiobooks were roughly even, with 202 checkouts in April 2026 vs. the April prior. Print checkout/in-library uses increased by 37.48% from 627 in April 2025 to 862 in April 2026. This was largely driven by periodical checkouts/uses, which increased from 109 to 312 during the same period (the highest on record thus far). DVD and CD audiobook checkouts were lower than usual in April 2026. Overall, checkouts in April 2026 were 3.77% higher than in April 2025.
   b. Displays: Due to the popularity of soundbooks, library staff added more to the collection and extended the soundbook display until the Summer Reading Program kickoff. For the month of April, there was a display on specialized topics (academic literature), which was not as popular as Kuestner had hoped, despite patrons previously showing interest in some of the featured items. For May, this display was replaced with a New and Recently Added adult demographic display, which has been moderately popular thus far. Jonathan Moore and Kuestner created a spreadsheet recording past displays, to assist in planning future displays.
   c. Library Programs/Events: Staff are in communication with Steven and Jennifer Veach, a couple from Lakeside who write under the pseudonym Isaac Hunter. They will be hosting a book club at LULD, beginning on June 24 at 6-8 PM. Steven will be mediating, and the topic for the first meeting will be his book *In the Meadow*. Books for later months will be decided by the club's participants. The Veachs will also be providing marketing and refreshments, and have generously offered to supply extra copies of each book (where possible) for participants to keep. LULD can obtain additional copies via Interlibrary Loan as needed.

      Bingo drawing: Four winners receive raffle prizes in April: a $100 Amazon gift card for a bingo blackout ticket, $75 for completing one bingo, and two $50 cards for individual squares. Library Bingo has received very positive feedback from patrons, and the next drawing will be held in July.

      On Saturday, May 23, Stacey Broussard will promote the library with a table at the Main Street Pop-Up Vendor Market on Fir Ave. for the first time. This will be a monthly event. Broussard and Montclair are working on a brochure to be distributed during the event.
   d. Fire extinguishers: The annual inspection was completed and LULD passed. Montclair will continue to conduct monthly checks.

11. **Action Items Follow-up and Report:** Kuestner
   a. Koha and shelving reorganization/weeding project: Kat O'Dell is continuing to consolidate Koha records for graphic novels, and creating finding aids for non-English language and Pacific Northwest materials. Volunteers are putting YA stickers on the YA graphic novels.
   b. Budget: A legal notice for the budget hearing and LB-1 was posted on the *News-Review's* website. The Oregon Department of Revenue informed LULD that this is acceptable. Releasing the notice there costs $100 less than in the printed newspaper (which the *News-Review* has discontinued).
   c. Grants: The Douglas County Library Foundation sent LULD $2,000 extra (in addition to $5,000 sent previously). LULD received $3,000 from Dollar General for use in the Summer Reading Program.
   d. E-Rate: (See item 4 for previous E-Rate discussion.) LULD needs to have signed and submitted a contract by June 1 for the program to be implemented this year. LULD qualifies for a 85% discount on internet service costs (based on district poverty rates), which for Ziply's 5 Gbps contract would amount to $90/month out of a $600 retail price. (The library currently pays Douglas Fast Net $124/month for 100 Mbps service, which is 50 times

slower.) Ziply sent LULD the contract, which Kuestner and Montclair presented to the board. However, the contract is for five years and can only be cancelled if E-Rate funding falls through during the first year. Kuestner felt this was an unacceptably high financial risk, and requested a change to the contract.

Montclair, Kuestner, and Jonathan Moore discussed the contract with two Ziply representatives via Zoom last week, and they offered to issue five one-year contracts, which could each be cancelled upon an issue with Federal funding. Ziply expressed concern that E-Rate would not allow contract modifications at this late stage, and suggested referring to LULD's E-Rate consultant provided by Oregon, Buddy Noorlander. Noorlander took five days to respond and was ambiguous as to whether E-Rate allows for such a change.

Kuestner proposed four options: 1) five-year plan, 2) five one-year plans, 3) wait until 2027 to implement E-Rate, or 4) pass on E-Rate. Harris moved to go with option three, to wait and apply for the next E-Rate cycle, and start with hiring a paid consultant to facilitate the process. Lilly seconded, and the motion passed 5-0. The board also requested information on whether the local schools use E-Rate, and on whether Integotec can provide all the services we need.

e. Updated policies/procedures: The board adopted Resolution 2026-01 (on recreational immunity) in April, but it still needed to be signed. Harris moved to adopt Resolution 2026-03, authorizing the District to participate in the Local government Investment Pool and further authorizing the Library Director to establish an account for the purpose of investing District funds. Goorhuis seconded, and the motion passed 5-0.
f. Director checklist:
   - Kuestner attended the City of Reedsport's budget meeting yesterday, May 11, and took 12 pages of notes.
   - There are four new volunteers, who have been shelving for 1-1.5 hours each per week. One of them is doing a great job so far.
g. Conferences: Kuestner attended the joint Oregon Library Association and Pacific Northwest Library Association conference in Portland in April, and the Southern Oregon Library Federation (SOLF) conference in Ashland in early May. He took extensive notes and covered a variety of topics, including: E-Rate, partnerships between rural libraries and other organizations, program ideas, reporting censorship issues, Oregon-specific authors, open-source databases, and how other libraries in the area are promoting their programs. He also acquired free items, including roughly $200 in books. The October meeting of SOLF will be held here, at LULD.
h. Neighborhood Libraries (NLs): A volunteer took books to the hospital to stock the NL inside that building.
i. Summer Reading Program (SRP): The library is planning to host a kickoff event (similar to last year's) on Wednesday, June 17. The Friends of the Library plans to pay for Salty Dog to serve hot dogs. O'Dell created an outline for the SRP, including a preparation checklist for staff to complete.
j. Security cameras and router replacement: Integotec (of Roseburg, OR) and Federal Security (of Veneta) both sent representatives ot LULD to look around the library and speak with staff regarding security system quotes. LULD just received the quotes today, and staff will look into them in depth ahead of the June meeting. Each company provided two quotes ($10,453 and $7,437 from Federal Security and $12,500 and $10,815 from Integotec). A router replacement would be $300 per month if rented from Ziply. There are multiple options to purchase a commercial (enterprise) router for under $1,000. The board recommended (during item 11d) waiting to learn more from Integotec and a (future) E-Rate consultant before purchasing a router. The SDAO Safety and Security grant will provide matching funds up to $2,500 towards security camera and router costs. Kuestner plans to also apply for a grant from the Roundhouse Foundation, which could help fund a router.
k. Summer hours: Starting June 1, the library will be open until 8 PM on Wednesdays and from 12 to 4 PM on Saturdays. The book club will be held on the last Wednesday evening of each month. These new hours are currently advertised in *The Wake Up*, and will be advertised around town and in the *Herald*.

12. **New Business:** Kuestner
    a. ThriftBooks is a competitor of Better World Books, which pays up-front instead of if/when they sell the books that libraries send them. They also pay in cash instead of in minimal Ingram credits. LULD will send some books to ThriftBooks and, if successful, will continue doing so.

13. **E- xecutive Session ORS 192.660 Personnel:** Eberlein
14. **Comments from Board Members:** There were no comments.
15. **Next Meeting** will be held on June 09, 2026.
16. **Meeting Adjournment**

Submitted by:

____Date: May 30, 2026
Jonathan Moore - Library Technician

Accepted as written or amended on (date) ________________
Approved by:

____Date: ________________

Lower Umpqua Library District
Board of Directors Regular Session Minutes (conclusion)
5/12/25
Lower Umpqua Library and Zoom

LULD Board Members Present: Ron Eberlein, President, Melissa Lilly, Secretary, Gary Goorhuis, Treasurer, Lee Bridge, VP, Dale Harris.
Staff Members Present: Alex Kuestner (Director).

The Board returned from Executive Session to Regular Session at 8:11 p.m.
Harris moved that the 2026 Library Director Evaluation Overview be a part of the minutes and to give a 2% merit performance increase retroactive to Kuestner's hire date in April.
Lilly seconded the motion, and the motion passed 5-0.

Meeting Adjournment: 8:14 pm.

<u>2026 Library Director Evaluation Overview</u>

The 2026 Board of Directors evaluation for Alex Kuestner (AK) shows overall satisfaction with his performance. Numerical scores of 3.0 to 3.8 are noted with one exception. The board had divergent views on V-1, Liaison to the Community with a score of just below 3.0. He is especially doing well in areas of IV, Library Collection with scores of 3.6-4.0. The Board has no concerns about professional development, item VIII. Full comments and numerical scores have been provided to AK.

A prior list of topics for AK to address and report to the Board about is no longer applicable. The Board notes some areas where he can improve his performance in the coming year.

These include:

1) Attempt to provide full information for Board action at meetings to allow an expeditious and informed decision. While questions may arise, a way to satisfy concerns would be closer interaction with the Board president and members prior to the meeting.

2) Streamline reports about day-to-day operations.

3) Use of the "Business Plan" model to evaluate pros and cons of projects and substantive changes. The Director can then be able to make a better recommendation to the Board on action to take.

4) Have the necessary printed material for Board and Budget meeting available well before the start time.

5) Make sure that collaboration with the local school district and the City is ongoing throughout the year.

6) Review of all LULD Policies and Procedures over a 2-3 year period is a Board goal. If not so far completed, report to the Board on a plan to meet this goal.

7) Continue quarterly reports to the Board regarding spending as it varies from the proposed budget.

8) Assure cross-training of staff, especially in the area of financial entry to QuickBooks, so that there is no issue if the director is unavailable.

The Board recommends a 2% merit pay increase retroactive to his hiring date anniversary in April.

Submitted by:

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Melissa Lilly, Secretary

Approved by:

____Date: ________________