

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of February 14, 2024

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom conferencing service. The Chair, Megan Buck, called the meeting to order at 10:04 AM Central/11:04 AM Eastern.

ROLL CALL:

Trustees Present:

Chair: Megan Buck

Vice-chair: Lisa Waskin

Secretary: Erin Matas

Treasurer: Lynne Wiercinski

Other Trustees Present: Dillon Geshel, Mariel Carter, and Jennifer Donner

Trustees Absent: Blair Nelson, Sharon Crotser-Toy

Others Present: Pamela Malmsten

APPROVAL OF THE AGENDA: Megan Buck noted that there was one correction to the agenda: "Financial Report" should be substituted for "Treasurer's Report" in item IV.

A motion was made to approve the agenda as amended (MSC Lisa Waskin/Erin Matas). Motion carried unanimously.

APPROVAL OF THE MINUTES:

October 11, 2023 Minutes of the Executive Council Regular Meeting: **A motion was made to approve the minutes of the October 11, 2023 Executive Council regular meeting as presented** (MSC Lisa Waskin /Jenn Donner). Motion carried unanimously.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

CASH DISBURSEMENTS

January 2024 General Fund Cash Disbursements:

Account 3-801.1 (professional and contractual): The disbursement of \$2,000 to Anderson, Tackman, and Company was for a FY 2022/2023 UPRLC financial audit progress payment.

Total January General Fund disbursements: \$2,000.

YEAR TO DATE REPORT AS OF JANUARY 31, 2024

Revenues: Total combined budget revenues as of 01/31/2024: \$205,784.

Expenses: Total combined budget expenses as of 01/31/2024: \$149,240

Total UPRLC combined budget net income as of January 31, 2024: \$56,544

BALANCE SHEET AS OF JANUARY 31, 2024: The balance sheet as of 01/31/2024 showed total assets of \$500,649.71 and total liabilities plus fund balances of \$500,649.71.

A motion was made to approve general fund disbursements of \$2,000 for January 2024; the year-to-date report [with total revenues of \$205,784 and total expenses of 149,240] **and the balance sheet as of January 31, 2024** [with total assets of

\$500,649.71 and total liabilities plus fund balances of \$500,649.71] (MSC Lynne Wiercinski/Mariel Carter). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC 2024 Annual Conference Committee: Committee Chair Lisa Waskin reported. The conference will be held on September 25 – 26, 2024 at Bay College in Escanaba; the conference theme is “Bold Library Futures: Calls for session proposals and vendors/sponsors have been sent out. Lisa noted that attendance will have to be capped at 120 to ensure that venue room capacities are not exceeded. Registration will open for UPRLC members before opening to non-members. The next conference committee meeting will be held on February 22nd.

There was discussion about possible future venues, including looking at hotel conference centers and other sites that might have a larger attendance capacity. Jenn Donner noted that the Northern Michigan University Library will be under construction until early in 2025.

Unexpected Partnerships Committee: Committee member Megan Buck reported that there were no updates.

OLD BUSINESS:

Curtis Public Library Update: Dillon Geshel reported that the Curtis Public Library has been established as an independent library. The local community approved a millage in November and, as a result, the Library of Michigan now recognizes Curtis Public Library as an independent library.

NEW BUSINESS:

Approve Proceeding with ILS Mobile App Contract (myLIBRO): Dillon Geshel reported that an ALS User Council work-group was formed to explore patron mobile applications. The committee looked at demonstrations and proposals from 4 vendors and eventually decided to recommend the myLIBRO app; myLIBRO had the highest score for desired features and functionality and was more affordable than other products. The ALS User Council approved the work-group’s recommendation and now UPRLC Board approval is needed to proceed with engaging in a 3-year contract with the vendor. The proposal costs are: \$11,450 for year 1, \$8,765 for year 2, and \$9,900 for year 3. [Note: the year 3 cost was subsequently reduced to \$8,900.] Dillon noted that the cost will be paid by the ALS fund--not the UPRLC general fund--and that the expense can easily be covered by the savings in the new 5-year ILS contract with SirsiDynix, which takes effect on April 1, 2024.

A motion was made to approve proceeding with a mobile application contract with myLIBRO (MSC Lisa Waskin/Lynne Wiercinski). Motion carried unanimously.

Approve FY 2023/2024 ALS Budget Revision (ALS Fund Only): Pam Malmsten reported that this budget revision was approved by the ALS User Council at its February 8, 2024 meeting.

ALS Fund Adjustments (Revenues):

1. Account 4-604: The interest line item was increased by \$3,500.

ALS Fund Adjustments (Expenses):

1. Account 4-930 (maintenance): The year 1 expense (\$11,450) for the new mobile app—myLIBRO—was added to the repair and maintenance line item. The ALS User Council approved proceeding with a myLIBRO contract.
2. 4-945 (conference): Funding for two people to attend the 2024 COSUGI conference in Utah was added to the line item.

TOTAL REVENUES IN THE PROPOSED REVISED ALS BUDGET: \$353,886
 TOTAL EXPENSES IN THE PROPOSED REVISED ALS BUDGET: \$345,340
 PROJECTED NET INCOME IN THE PROPOSED REVISED ALS BUDGET: \$8,546

TOTAL REVENUES IN THE PROPOSED REVISED UPRLC COMBINED BUDGET:
 \$363,081
 TOTAL EXPENSES IN THE PROPOSED REVISED UPRLC COMBINED BUDGET:
 \$354,534
 PROJECTED NET INCOME IN THE PROPOSED REVISED UPRLC COMBINED
 BUDGET: \$8,546

A motion was made to approve the FY 2023/2024 budget revision as presented (MSC Jenn Donner/Megan Buck). Motion carried unanimously.

Approve FY 2024/2025 ALS Budget: Pam Malmsten reported that this budget (with a 1% fee decrease) was approved by the ALS User Council at its February 8, 2024 meeting.

Revenues: The ALS User Council was presented with two budget scenarios: one with no change to the operating fees and one with a 1% operating fee decrease. The ALS group voted to approve the budget with the 1% operating fee decrease.

Expenses:

1. Account 4-801 (professional and contractual):
 - a. Account 4-801 sub-accounts: these are the expenses paid to Superiorland Library Cooperative for employee salaries and benefits and office overhead (supplies, utilities, cleaning, snow removal, equipment maintenance, etc.). ALS pays 42% of most overhead costs and percentages ranging from 28% to 100% of salaries and benefits for some Superiorland employees, including the System Administrator, the Database Maintenance and System Administration Assistant, and the Assistant Director for Finance.
 - b. Account 4-801-other: Items included are listed in a box at the bottom of the summary budget.
2. Account 4-930 (repair and maintenance) includes SirsiDynix ILS maintenance (\$88,146.68) and year 2 of the myLIBRO mobile app (\$8,765).
3. Account 4-945 (conferences and workshops): COSUGI 2025 will be virtual so costs will be much less than FY 2024.

TOTAL REVENUES IN ALS FY 2025 BUDGET (1% fee decrease): \$346,930.97
 TOTAL EXPENSES IN ALS FY 2025 BUDGET (1% fee decrease): \$314,848.94
 NET INCOME IN FY ALS 2025 BUDGET (1% fee decrease): \$32,082.03

A motion was made to approve the FY 2024/2025 ALS User Council budget as presented (MSC Lisa Waskin /Jenn Donner). Motion carried unanimously.

Approve UPRLC Membership Dues for FY 2023/2024: Pam Malmsten recommended that FY 2023/2024 membership dues remain at \$75.

A motion was made that FY 2023/2024 UPRLC membership dues remain at \$75 (MSC Lisa Waskin/Erin Matas). Motion carried unanimously.

UPRLC 2024 Annual Conference Registration Discounts: For the past few years, UPRLC has offered a quantity registration discount to libraries; last year the discount level was a \$5 per person quantity discount. Dillon Geshel asked the board to discuss whether a quantity discount should be offered for this year's conference and if so, what the amount and threshold should be. After discussion, there was a general consensus for offering a \$5 discount to libraries sending more than 50% of their staff members or more than 5 people to the conference and allowing libraries to purchase a conference pass that would include one lunch and allow multiple staff members to attend different conference sessions without attending the full conference. Board members agreed to recommend offering a registration quantity discount and a conference pass and allowing the conference committee to work out the details of the discounts.

SET NEXT MEETING DATE: The next meeting of the UPRLC Board of Directors was tentatively scheduled for May 22, 2024 at 10 AM Central/11 AM Eastern.

LIBRARY NEWS: Library directors shared news and updates. Superiorland Library Cooperative submitted an application for free library staff training from Beth Wahler. Several session topics are available; a session on setting boundaries for library staff and patron interactions was chosen as the preferred session topic. Lisa Waskin (Superior District Library) reported that a Superior District Library millage increase proposal will be on the February 27th ballot for residents of the district service area. Lynne Wiercinski (Ironwood Carnegie Public Library) reported that they are moving ahead on a renovation project that will result in an accessible restroom. Lynne also reported that Ironwood was approved for a \$750,000 state grant that will be used for additional building renovations. Lynne added that she met with the Lt. Governor today and advocated for library funding. Jennifer Donner (Northern Michigan University) reported that one of their librarians, Emera Bridger Wilson, was selected as an American Library Association Emerging Leader.

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:03 AM Central/12:03 PM Eastern on a motion by Mariel Carter, seconded by Dillon Geshel.

Respectfully submitted,



Erin Matas, Secretary

Pamela Malmsten, Recorder