

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of June 3, 2024

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom conferencing service. The Vice-Chair, Lisa Waskin, called the meeting to order at 11:04 AM Central/12:04 PM Eastern. (Note: the Chair, Megan Buck, arrived at 12:11 PM Eastern and took over running the meeting.)

Trustees Present:

Chair: Megan Buck (arrived at 12:11 PM)

Vice-chair: Lisa Waskin

Secretary: Erin Matas

Other Trustees Present: Dillon Geshel, Mariel Carter, Jennifer Donner, Blair Nelson, and Sharon Crotser-Toy

Trustee Absent: Lynne Wiercinski, Treasurer

Others Present: Pamela Malmsten (Ex-officio board member)

APPROVAL OF THE AGENDA:

A motion was made **to approve the agenda as presented** (MSC Dillon Geshel/ Sharon Crotser-Toy). Motion carried unanimously.

APPROVAL OF THE MINUTES:

February 14, 2024 Minutes of the Executive Council Regular Meeting: **A motion** was made **to approve the minutes of the February 14, 2024 Executive Council regular meeting as presented** (MSC Mariel Carter/Jenn Donner). Motion carried unanimously.

FINANCIAL REPORT: Pam Malmsten presented the Financial Report.

CASH DISBURSEMENTS

April 2024 General Fund Cash Disbursements: The disbursement of \$1,250 to Anderson, Tackman, and Company (account 3-801.1) was the final payment for work on UPRLC's FY 2023 financial audit. The total cost of the audit and 990 preparation was \$5,450; the UPRLC general fund paid \$3,250 and the ALS User Council paid \$2,200. The payment of \$1,087 to Frankenmuth was for UPRLC's property and liability insurance (full year premium).

Total April General Fund disbursements: \$2,337.

YEAR TO DATE REPORT AS OF APRIL 30, 2024

As of April 30, 2024, the total of General Fund revenues was \$5,582 and the total of General Fund expenses was \$4,337. The total of revenues (all funds) was \$289,787 and the total of expenses (all funds) was \$260,510, with a net income of \$29,277. General Fund net income was \$1,245 and ALS User Council net income was \$28,033.

BALANCE SHEET AS OF APRIL 30, 2024

As of 04/30/2024, UPRLC assets totaled \$476,254.33 and liabilities plus fund balances totaled \$476,254.33.

A motion was made to approve general fund disbursements of \$2,337 for April 2024; the year-to-date report [with total revenues of \$289,787 and total expenses of 260,510] **and the balance sheet as of April 30, 2024** [with total assets of \$476,254.33 and total liabilities plus fund balances of \$476,254.33] (MSC Lisa Waskin/Erin Matas). 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 received and evaluated. Lisa noted that the committee received twice the number of proposals that were received in past years. The tentative conference schedule includes 24 breakout sessions, plus discussion panels and 2 keynote speakers. Registration opens at 10:30 AM on Wednesday, September 25th and the day will end at 4:30 PM. There will be a tour of Bay College from 4:30 – 5 PM and Escanaba Public Library will host a reception from 6 – 7:30 PM. Registration will open at 8 AM on Thursday and the day will end with the UPRLC Board meeting from 4:15 – 4:45 PM. There will be an early bird registration period that will be limited to UPRLC members and presenters.

Summary of Ongoing ILS Projects and New Services: Dillon Geshel reported on ILS projects and services. A Workflows upgrade is planned for July; ALS System Administrator Jeremy Morelock is working with school IT staff to coordinate the upgrade. Jeremy has been making progress on implementing MyLIBRO, the new mobile app. At one point Jeremy was told that ALS might have to pay \$4,000 per year for SirsiDynix web connector services in order to integrate MyLIBRO into the system. Dillon reported that, after further communication with Sirsi and MyLIBRO, it appears that the web services connector might not be necessary. Jeremy has been working with Crawford County Library staff to send out patron email notices of the library’s monthly events calendar in a new html format. Jeremy is hosting a Lunch Bunch on June 11th to demonstrate this new feature. At the May 16th ALS meeting, Jeremy asked the group to consider whether they would like to have wording on checkout receipts changed from indicating the total value of checked out items to showing the amount saved by using the library. This would be a global setting in the system so there would have to be consensus on this change.

Unexpected Partnerships Committee: Megan had sent out an email at the end of April explaining that she and fellow committee member, Marc Boucher, had agreed that, unless other people were interested in immediately taking over the duties, they would step back and would re-launch the committee in 2025. Megan said that, since no one expressed interested in taking over right now, they would plan to re-launch in 2025. Dillon said that he would join Megan and Marc on the committee when they regroup in the fall.

OLD BUSINESS: No old business items were discussed.

NEW BUSINESS:

UPRLC FY 2022/2023 Financial Audit Approval: The UPRLC financial audit for the year ended September 30, 2023 is posted on UPRLC’s web site. Page 28 of the audit (Schedule of Revenues, Expenditures, and Changes in Fund Balance) shows that

UPRLC's FY 2023 net income (all funds) was \$17,082 and the total of fund balances at year-end was \$427,854.

The Continuing Education fund, which consists of annual conference revenues and expenses, had a net income of \$1,552; as a result, the fund balance increased from \$7,125 at the beginning of the year to \$8,677 on 9/30/2023. UPRLC General Fund revenues consist of membership dues; expenses are for the annual financial audit and insurance. Total General Fund revenues were \$4,695 and total expenses were \$4,263, resulting in a net income of \$432 and a year-end fund balance total of \$5,470. The ALS fund showed a FY 2023 net income of \$12,322, resulting in a year-end fund balance total of \$400,007.

A motion was made to approve the FY 2022/2023 financial audit as presented (MSC Lisa Waskin/Erin Matas). Motion carried unanimously.

SET NEXT MEETING DATE: Board members agreed that a Doodle poll would be sent out later to schedule an August meeting.

LIBRARY NEWS: Library directors shared news and updates. Lisa Waskin asked people to consider submitting proposals for the Michigan Library Association Conference; the submission deadline has been extended to June 7th. Jenn Donner reported that Rebecca Daly, formerly the head librarian at Finlandia University, has been hired as a cataloger at Northern Michigan University.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:38 PM Eastern.

Erin Matas, Secretary



Pamela Malmsten, Recorder