

Upper Peninsula Region of Library Cooperation, Inc.  
Annual Membership (Business) Meeting  
Minutes of the Meeting of September 26, 2024

**CALL TO ORDER:** The annual Membership (Business) Meeting of the Upper Peninsula Region of Library Cooperation was held in the Joseph Heirman University Center, Bay College, Escanaba Michigan and via Zoom conferencing service. The meeting was held in conjunction with the 2024 UPRLC Annual Conference. UPRLC Board Chair, Megan Buck, called the meeting to order at 11:30 AM Central/12:30 PM Eastern.

**PRESENT:** See attached full list of attendees. Designated voters attending were: Carolyn Stacey, Escanaba Public Library; Boni Ashburn, Hancock School Public Library; Leslie Moore, Forsyth Township Library; Jessica Holman, Negaunee Public Library; Alexandra VanDoren, Lake Superior State University; Linda Blanchard, Curtis Public Library; Wanda Tessmer, Carp Lake Township Library; Mary Hook, Manistique School Public Library; Lisa Cromell, Munising School Public Library; Lynne Wiercinski, Ironwood Carnegie Public Library; Dawn Browning, Ojibwa Community Library; Evelyn Gathu, Crystal Fall District Community Library; Jenn Donner, Northern Michigan University; Megan Rose, Dickinson County Library; Erin Matas, Michigan Technological University; Andrea Ingmire, Peter White Public Library; Lynne Lesky, Alanson Area Public Library; Christina St. John, Alpena County Library; Sharon Crotser, St. Ignace Public Library, Dillon Geshel, Superiorland Library Cooperative; and Lisa Waskin, Superior District Library

**APPOINTMENT OF THE MEETING RECORDER:** A motion was made to appoint Pamela Malmsten to be the recorder of the Annual Business Meeting minutes (MSC Lisa Waskin/Erin Matas)

**PRESIDENT'S REMARKS:** Megan Buck thanked everyone for attending. She conveyed special thanks to the members of the UPRLC Conference Committee (Lisa Waskin, Chair) for organizing another successful conference, Carolyn Stacey and the Escanaba Public Library for hosting the Wednesday evening reception, and Bay College for providing the outstanding venue and catering services. She also thanked the members of the UPRLC Board for their hard work throughout the year.

**ANNUAL FINANCIAL REPORT:** Pam Malmsten presented a background summary and overview of UPRLC's financial structure.

UPRLC is a 501(c)(3) non-profit organization. An independent auditor audits UPRLC's financial records yearly and prepares a 990 non-profit tax return. Since all of UPRLC's members are schools and libraries, the audit is presented in a GASB format, rather than a non-profit format. UPRLC complies with all GASB rules, including the requirement that individual line-item expenditures not exceed Board-approved budgeted line-item expenditures. Financial audits are posted on UPRLC's web site.

The UPRLC Board of Directors meets quarterly, and all members are invited to attend; most people connect to the meeting via Zoom conferencing service using their computers or other devices. Policies, financial reports, and membership information are posted on UPRLC's web site at [www.uprlc.org](http://www.uprlc.org).

UPRLC has four separate accounting classes including: the general fund, the continuing education fund, the ALS (automated library services) fund, and the employee PTO (accrued leave) fund.

ALS User Council Class: ALS revenues include member operations fees, interest, and rebilled supplies, licenses, and maintenance. ALS expenses include operating supplies; group discount subscriptions, maintenance, automated system expenses, reimbursement to the Superiorland Library Cooperative for staffing and overhead, a portion of the UPRLC annual financial audit, and rebilled expenses for supplies, group subscriptions, licenses, and maintenance.

UPRLC General Fund (GF)/Continuing Education (CE) Classes: The UPRLC GF and CE class revenues include membership dues and Annual Conference registrations. Expenses include insurance (property and liability, directors and officers, and cyber insurance), a portion of the UPRLC annual financial audit, and expenses related to the UPRLC Annual Conference.

FY 2023/2024 Final Budget: The UPRLC FY 2024 final budget (all funds) will be presented to the Board at its meeting following the conclusion of the conference. The ALS User Council approved its final budget on September 19, 2024. Total revenues are \$370,088; total expenses are \$357,616, and projected net income is \$12,473. Total revenues in the FY 2024 general fund/continuing education fund are \$10,253; total expenses are \$11,170, and projected net loss is \$917. The net loss is due to excess expenses over revenues for the UPRLC FY 24 annual conference. The loss will be covered by the continuing education fund balance.

FY 2024/2025 Final Budget: The UPRLC FY 2025 final budget (all funds) will be presented to the Board at its meeting following the conclusion of the conference. The ALS FY 2025 budget was approved by the ALS User Council on February 8, 2024 and by the UPRLC Board on February 14, 2024. Total revenues (all funds) are \$357,506; total expenses (all funds) are \$325,404, and projected net income is \$32,082.03.

### **ELECTION OF THE FY 2024/2025 BOARD OF DIRECTORS:**

The FY 2024/2025 election was conducted via an electronic ballot. There were three open seats. FY 2024 board members with terms expiring on 09/30/2024 included: Megan Rose, Mariel Carter, and Blair Nelson. Mariel Carter agreed to run for re-election. Blair Nelson had resigned from his position as director of the Spies Public Library and Megan Rose decided to step down from the board at the end of her term. In addition to Mariel Carter, Katrina Linde-Moriarity (Director of the Portage Lake District Library) and Leslie Moore (Director of the Forsyth Township Library) agreed to run for a three-year term.

Dillon Geshel reported that the election was closed at noon Eastern on September 26. He then announced the results of the election: 17 people voted and 16 of them voted for all three candidates: Leslie Moore, Katrina Linde-Moriarty, and Mariel Carter. The three candidates were presented as the slate of nominees.

**A motion was made to elect Mariel Carter, Katrina Linde-Moriarty, and Leslie Moore [all with terms expiring 9/30/2027] to the UPRLC Board of Directors for FY 2024/2025 (MSC Lisa Cromell/Jenn Donner). Motion carried unanimously.**

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 11:48 AM Central/12:48 PM Eastern.

Respectfully submitted,

Erin Matas, UPRLC Board Secretary

Pamela Malmsten, Recorder

Upper Peninsula Region of Library Cooperation  
Annual Conference 2024  
Business Meeting Sign-in  
September 26, 2024

Last Name	First Name	Institution	Position
CROTHER	SHARON	St. Ignace Pub. Library	DIRECT
Chaffin	Melanie	Engadine Library - SDL branch	Manager

List of attendees continued on next page

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Last Name	First Name	Institution	Position
Stacey	Carolyn	Escanaba Public Library	Director
Bruce	MacDonald	Peter White P.L.	Asst. Director
Salminen	Amy	Peter White	Adult Services Dept Head
Ashburn	Boni	Hancock School Public	Manager
Aviles	Mikayla	Bay College Library	Library Asst.
Jordan	Spencer	Bay College Library	Library Assistant
MOORE	Leslie	Forsyth Twp PL	Director
Holman	Jessica	Negaunee Public Library	Director
Van Doren	Alexandra	Lake Superior Stat University	Instruction/Reference Librarian
Blanchard	Linda	Curtis Public Library	Director
Tessmer	Wanda	Carph Lake Twp Library	Director
Hook	Mary	Manistique School + Public	Director
Venoberg	Kayla	Munising School Public Lib.	Library Assistant
Cromell	Lisa	Munising School Public Lib	Director
Wiercinski	Lynne	Lynne@ironwoodlibrary.org	Director
BROWNING	Dawn	Ojibwa Commun. Library	Director
Hyde	Emily	Pickford Comm Lib (SDL)	Manager
Clegg	Peter	PICKFORD CL	CLERK/Assistant
Gathu	Evelyn	Crystal Falls District Community Library	Director
Moore	Ellen	Superiorland	Cataloging
Donner	Jenn	NML	Director/Dept Head
Buck (Rose)	Megan	DCL	Director megan@del-lib.org
Warren	Leslie	Northern Michigan Univ	Lwarren@amu.edu
Matas	Erin	MTU	Director
Ingmire	Andrea	Peter White Public Library	Director
Lesky	Lynne	Alanson Area Public Library	Director
Luther	Jessica	Alpena County Lib	Asst. Director
Mousseau	Nzany	Alpena County Library	Technology Specialist
St. John	Christina	Alpena County Library	Interim Director
French	Jane	SDL - Les Cheneaux	Manager