

Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees
Minutes of the Meeting of February 12, 2025

CALL TO ORDER: The Board of Trustees of the Upper Peninsula Region of Library Cooperation met via Zoom conferencing service. Board Chair Jenn Donner called the meeting to order at 12 PM Central/1 PM Eastern.

ROLL CALL:

Trustees Present:

Chair: Jenn Donner

Vice-chair: Lisa Waskin

Treasurer: Lynne Wiercinski

Other Trustees Present: Dillon Geshel, Mariel Carter, Leslie Moore, and Sharon Crotser

Others Present: Pamela Malmsten

Trustees Absent (Excused): Erin Matas (Secretary) and Katrina Linde-Moriarity

APPROVAL OF THE AGENDA: A motion was made to approve the agenda as presented (MSC Sharon Crotser/Leslie Moore). Motion carried unanimously.

APPROVAL OF THE MINUTES:

Minutes of the Executive Council Regular Meeting of November 19, 2024: A motion was made to approve the minutes of the November 19, 2024 Executive Council regular meeting as presented (MSC Dillon Geshel/Lisa Waskin). Motion carried unanimously.

FINANCIAL REPORT: Pamela Malmsten presented the financial report; she noted that there were no general fund cash disbursements in November or December.

January 2025 Cash Disbursements:

Account 3-801.1 (professional and contractual): The disbursement of \$1,500 to Anderson, Tackman, and Company was for a FY 2023/2024 UPRLC financial audit progress payment.

Total January General Fund disbursements: \$1,500.

Year to Date Report as of 01/31/2025:

Revenues: Total combined budget revenues as of 01/31/2025: \$188,840

Expenses: Total combined budget expenses as of 01/31/2025: \$109,431

Total UPRLC combined budget net income as of January 31, 2025: \$79,408

Balance Sheet as of 01/31/2025: The balance sheet as of 01/31/2025 showed total assets of \$545,566.46 and total liabilities plus fund balances of \$545,566.46.

A motion was made to approve January general fund cash disbursements of \$1,500, the year-to-date report as of 01/31/2025 [with total revenues of \$188,840 and total expenses of \$79,408] and the balance sheet as of January 31, 2025 [with total assets of \$545,566.46 and total liabilities plus fund balances of \$545,566.46] (MSC Lynne Wiercinski/Leslie Moore). Motion carried unanimously.

COMMITTEE AND OTHER REPORTS:

UPRLC 2025 Annual Conference Committee Update: The 2025 UPRLC Annual Conference will be held on September 17th and 18th at Bay College in Iron Mountain. The conference theme is “Back to Basics and Beyond” and sessions will focus on subjects applicable to frontline staff. Mariel Carter reported that a “save the date” e-mail has been sent out. Dillon Geshel added that a “call for proposals” and “call for vendors” will be sent out in the next week or so. Keynote speakers, including Kristin Fontichiaro and Cathy Russ, have also been locked in. Lisa Waskin said that Cathy Russ’s session will discuss mentoring and helping people move into leadership roles in the library profession. Dillon noted that Cathy has been active in the Michigan Library Association’s mentorship program.

Policy Committee: A Policy Committee was formed at the November meeting; committee members are Dillon Geshel, Pam Malmsten, Leslie Moore, Lynne Wiercinski, and Janis Lubenow. The purpose of the committee is to look at UPRLC’s current policies. The current policies are outdated and there may be some policies that are no longer needed and others that should be added. It was noted that UPRLC may be able to adapt some of the attorney-reviewed policies that were recently adopted by the Superiorland Library Cooperative board of directors. .

OLD BUSINESS:

Restructuring Unexpected Partnerships and Awards Nominating Committees: At the last meeting Board members discussed FY 2025 committees and committee membership and Dillon subsequently sent out an e-mail describing the committees and asking for volunteers. FY 2025 Unexpected Partnership Committee members are Megan Rose, Dillon Geshel, Jessica Luther, Amy Salminen, and Tina St. John. Awards Committee members are Dillon Geshel, Jessica Luther, Andrea Ingmire, and Sharon Crotser. Dillon noted that the Awards Committee is now a UPRLC committee, rather than an Annual Conference sub-committee.

Update on Year 2 of the ILS MyLIBRO Mobile App: Dillon reported that, since implementation of the MyLIBRO application had taken far longer than estimated, he asked the company representative if UPRLC could receive a discount on the year 2 cost. The representative responded that the year 2 cost would be reduced by 50%. Dillon added that a few libraries have already launched the product, however a few bugs still remain.

NEW BUSINESS:

Combined Budget FY 2024/2025 Budget Revision—ALS Fund Only (On February 6, 2025 the ALS User Council approved the FY 2024 revised budget as presented.)

Adjustments (Revenues):

1. Account 4-610.3 (Syndetics Unbound rebilled revenue): Since all ALS participants are now receiving Syndetics Unbound, it was decided that libraries would no longer be re-billed for the service; beginning 10/1/2024--and moving forward—the expense will be included as part of ALS maintenance expense. Account 4-610.3 was reduced to “0” to reflect this change.

Adjustments (Expenses):

1. Account 4-930 (maintenance): The line item was increased by \$5,224.75 since Syndetics Unbound will no longer be re-billed to libraries. After this draft budget

was finalized, the Year 2 (3/1/2025 – 2/28/2026) cost of the MyLIBRO mobile app was reduced by 50% (\$4,217.50).

2. Account 4-945 (conferences): Funding for two people to attend the 2025 COSUGI conference in Chicago was added to the line item. The line item was increased by \$4,300 to \$4,800.
3. Account 4-930.3 (Syndetics Unbound rebilled expense): The line item was reduced to “0” since the expense was transferred to operating maintenance

Total revenues in the proposed revised UPRLC combined budget: \$349,726

Total expenses in the proposed revised UPRLC combined budget: \$327,169

Projected net income in the proposed revised UPRLC combined budget: \$22,557.27

A motion was made to approve the FY 2024/2025 combined (ALS fund only) budget revision as presented (MSC Lynne Wiercinski/Sharon Crotser). Motion carried unanimously.

ALS FY 2025/2026 Proposed Budget (Budget with 0% operating fee increase was approved by the ALS User Council on February 6, 2025.)

Revenues: The FY 2026 budget assumes \$0 operating fee increase.

Expenses:

1. Account 4-801 (professional and contractual) 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.
 - a. Salaries and benefits: A portion of some SLC employees’ salaries and benefits are charged to UPRLC-ALS.
 - b. Other 4-801 sub-accounts: other expenses were projected based on FY 2024 total expenses, FY 2025 year-to-date totals, and anticipated cost increases.
2. Account 4-801-other: Items included are listed in a box at the bottom of the summary ALS budget.
3. Account 4-930 (repair and maintenance) includes Sirsi ILS maintenance (\$87,675.24) and year 3 of the MyLIBRO mobile app (\$8,435).

Total revenues in FY 2026 budget (0% fee increase): \$337,388.10

Total expenses in FY 2026 budget (0% fee increase): \$324,050.83

Net income in FY 2026 budget (0% fee increase): \$13,337.27

A motion was made to approve the FY 2025/2026 ALS budget as presented (MSC Mariel Carter/Lisa Waskin). Motion carried unanimously.

Approve UPRLC Membership Dues for FY 2024/2025: Pam Malmsten recommended that current fiscal year membership dues remain at \$75. **A motion was made that UPRLC institutional membership dues remain at \$75.** (MSC Leslie Moore/Lynne Wiercinski). Motion carried unanimously.

UPRLC 2025 Annual Conference Registration Rates and Discounts: Dillon reported that AC 25 full conference registration rates will increase by \$15. In addition, conference speakers will receive a \$25 discount, rather than free registration as was offered in the past. These changes are necessary to ensure that conference revenues cover expenses; last year, expenses exceeded revenues and needed to be covered by the continuing education fund balance. There was, however, general consensus that speakers who

would not be eating or attending any other conference sessions should receive free registration. This suggestion will be relayed to the Conference Committee.

SET NEXT MEETING DATE: Board members agreed that a Doodle Poll would be sent out to determine the next meeting date.

LIBRARY NEWS: Lisa Waskin (Superior District Library) shared that the Drummond Island Library is planning a building addition and that the Bayliss Public Library will be hosting a block party fundraiser for upcoming renovations. Dillon Geshel (Superiorland Library Cooperative) reported that SLC sponsored a successful staff training session at the Portage Lake District Library. The training, which was held on February 11th, and was open to all SLC member libraries, focused on technology for front line staff. Jenn Donner (Northern Michigan University) said that the library renovation is on-track for completion in December 2025. Lynne Wiercinski (Ironwood Carnegie Public Library) reported that a major library renovation project is scheduled to begin in mid-March. Sharon Crotser (St. Ignace Public Library) said that the library board is in the beginning stages of evaluating the library space for renovation.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 1:45 PM Eastern.