

# Upper Peninsula Region of Library Cooperation, Inc.

Meeting of the Board of Trustees  
Minutes of the Meeting of February 16, 2026

**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 10:03 AM Central/11:03 PM Eastern.

## **ROLL CALL:**

### **Trustees Present:**

Chair: Jenn Donner

Vice-chair: Vacant

Treasurer:

Other Trustees Present: Mariel Carter, Sharon Crotser, Lynne Lesky, Leslie Moore, Megan Rose, Meridith Sommers

**Others Present:** Tricia Wylie

**Trustees Absent:** Erin Matas (Secretary), Lynne Wiercinski (Treasurer)

**APPROVAL OF THE AGENDA:** A motion was made to approve the agenda as presented (MSC Mariel Carter/Megan Rose). Motion carried unanimously.

## **APPROVAL OF THE MINUTES:**

Minutes of the Executive Council Regular Meeting and Annual Membership Meetings of September 18, 2025: A motion was made to approve the minutes of the September 18, 2025 Executive Council regular meeting and Annual Membership Meeting as presented (MSC Megan Rose/Sharon Crotser). Motion carried unanimously.

**FINANCIAL REPORT:** Tricia Wylie presented the financial report.

September 2025 General Fund Cash Disbursements: September 2025 cash disbursements and open accounts payable were all expenses related to the 2025 Annual Conference. Total September cash disbursements: \$4,942.58.

October 2025 General Fund Cash Disbursements: October cash disbursements were payments of September open accounts payable expenses. The expenses were related to the 2025 UPRLC Annual Conference. Total October cash disbursements: \$424.56.

January 2026 General Fund Cash Disbursements:

Account 3-801.1 (professional and contractual): The disbursement of \$1,500 to Anderson, Tackman, and Company was for a FY 2024/2025 UPRLC financial audit progress payment. Total January General Fund disbursements: \$1,500.

## **FY 2024/2025 REPORTS**

YEAR TO DATE REPORT AS OF SEPTEMBER 30, 2025

*Revenues: Total* combined budget revenues as of 09/30/2025: \$360,729

*Expenses: Total* combined budget expenses as of 09/30/2025: \$321,594

Total UPRLC combined budget net income as of September 30, 2025: \$39,135  
UPRLC Annual Conference revenues and expenses are assigned to the Continuing Education Fund. Total Continuing Education fund revenues were \$6,190.65 and total expenses were \$5,323.03, resulting in a net income of \$867.62. UPRLC General Fund revenues primarily consist of membership dues; total revenues were \$4,725. Expenses include property and liability insurance and the majority of the cost of the financial audit. Total FY 2024/2025 expenses were \$5,089. The General Fund ended the year with a net loss of \$364.

**A motion** was made **to approve FY 2024/2025 Financial Reports** (MSC Mariel Carter/Leslie Moore). Motion carried unanimously.

## **FY 2025/2026 REPORTS**

YEAR TO DATE REPORT AS OF JANUARY 31, 2026

*Revenues: Total* combined budget revenues as of 01/31/2026: \$182,684

*Expenses: Total* combined budget expenses as of 01/31/2026: \$115,741

Total UPRLC combined budget net income as of January 31, 2026: \$66,943

**BALANCE SHEET AS OF JANUARY 31, 2026:** The balance sheet as of 01/31/2026 showed total assets of \$570,320.95 and total liabilities plus fund balances of \$570,320.95.

**A motion** was made **to approve FY2025/2026 Financial Reports** (MSC Mariel Carter/Sharon Crotser). Motion carried unanimously.

## **COMMITTEE AND OTHER REPORTS:**

UPRLC 2025 Annual Conference Committee Update: The 2026 UPRLC Annual Conference will be held September 21-22 in Marquette, Michigan, at the Northern Center on the campus of Northern Michigan University. The theme is "The Next Chapter." The committee is busy arranging catering, lodging, and vendor sponsorship details.

## **OLD BUSINESS:**

Policy Committee: The current UPRLC policies are outdated and there may be some policies that are no longer needed and others that should be added. Tricia Wylie will email a call for members of a policy committee to review UPRLC's current policies.

**A motion** was made **to create a Policy Review Committee** (MSC Mariel Carter/Meridith Sommers). Motion carried unanimously.

---

## **NEW BUSINESS:**

### **Election of FY 2025/2026 Officers**

- Chair – Megan Rose
- Vice Chair – Mariel Carter
- Secretary – Leslie Moore
- Treasurer – Lynne Wiercinski

**A motion was made to approve the FY 2025/2026 Officer Election** (MSC Megan Rose/Mariel Carter). Motion carried unanimously.

**ALS FY 2026/2027 PROPOSED BUDGET** (Budget with 1% operating fee increase was approved by the ALS User Council on February 5, 2026.)

**Revenues:** The FY 2027 budget assumes 1% operating fee increase.

#### **Expenses:**

1. Account 4-801 (professional and contractual) sub-accounts 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: expenses include a 3% COLA salary increase and a projected 15% health insurance increase. A portion of some SLC employees' salaries and benefits are charged to UPRLC-ALS:  
Director: 28% ALS  
ILS System Administrator: 100% ALS  
Database Maintenance and System Administration Assistant: 66% ALS  
Assistant Director for Finance: 45% ALS
  - b. Other 4-801 sub-accounts: other expenses were projected based on FY 2025 total expenses, FY 2026 year-to-date totals, and anticipated cost increases.
  - c. Account 4-801-other: Items included are listed in a box at the bottom of the summary budget. The Teletask two-year contract will expire on 7/1/2027; we estimated a renewal cost of \$7,000 for two years (\$3,500 per year).
2. Account 4-930 (repair and maintenance): The MyLibro mobile app contract renews on 3/1/2027; we estimated a renewal cost of \$9,000. Account 4-930 also includes Sirsi ILS maintenance (\$87,883.56). Syndetics Unbound is included with Sirsi maintenance invoices, however, since it is a third-party product, the cost could increase slightly.
3. Account 4-945 (conferences and workshops): The budget includes \$5,000 to cover expenses for two people to attend the COSUGI 2027 conference.

TOTAL REVENUES IN FY 2027 BUDGET (1% fee increase): \$344,668.11  
TOTAL EXPENSES IN FY 2027 BUDGET (1% fee increase): \$338,588.88  
NET INCOME IN FY 2027 BUDGET (1% fee increase): \$6,079.23

**A motion** was made **to approve the FY 2026/2027 ALS budget as presented** (MSC Megan Rose/Leslie Moore). Motion carried unanimously.

Approve UPRLC Membership Dues for FY 2025/2026: Current fiscal year membership dues remain at \$75. **A motion** was made **that UPRLC institutional membership dues remain at \$75**. (MSC Megan Rose/Sharon Crotser). Motion carried unanimously.

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

**LIBRARY NEWS:** Jenn Donner reported on the rededication and open house of the Lydia M. Olson Library at NMU. Tricia Wylie reported on the Molina Healthcare grant available to libraries in the Upper and Lower Peninsulas (different versions). Sharon Crotser mentioned her retirement upcoming in June 2026.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 12:45 PM Eastern.