

Upper Peninsula Region of Library Cooperation, Inc.
Annual Business Meeting
Minutes of the Meeting of September 14, 2017

CONVENE THE BUSINESS MEETING: The annual business meeting of the Upper Peninsula Region of Library Cooperation was held in the Community Room at the Peter White Public Library in Marquette. Lisa Waskin, Chair, called the meeting to order at 9:00 a.m. eastern. Pam Malmsten was appointed to be the recorder of the minutes.

PRESENT: A list of UPRLC members present, along with designated voter status, is listed at the end of these minutes.

PRESIDENT'S REMARKS: Lisa Waskin welcomed everyone to the UPRLC Annual Meeting.

TREASURER'S ANNUAL REPORT:

Pam Malmsten presented the Treasurer's Report. UPRLC is a 501(c)(3) non-profit corporation. Since all of UPRLC's members are schools or libraries, the audit is conducted using a governmental, rather than non-profit, format and UPRLC complies with all GASB (Governmental Accounting Standards Board) rules. Pam M. also invited everyone to attend the next UPRLC Board meeting, which is scheduled for November 9, 2017 at 1:30 p.m. eastern. At the last Board meeting, Board members discussed ways to increase UPRLC revenues and to better serve all members, including those who do not participate in the automated system consortium. This discussion will be continued at the November meeting and all UPRLC members are encouraged to attend and participate in the discussion.

FY 2016/2017 Audit Summary: UPRLC's financial records are audited by a C.P.A. every year; copies of the audit are available by request at the Treasurer's office; the audit is also posted on the UPRLC web site. On September 30, 2016, total General Fund plus Continuing Education revenues were \$4,375 and expenditures were \$6,806.56, resulting in a net loss of \$2,432. At the September 29, 2016 meeting, the Board passed a motion authorizing Pam Malmsten to transfer funds from the Continuing Education fund balance to the General Fund balance in order to cover the projected General Fund net loss. Prior to entering FY 2016 closing entries, the Continuing Education fund balance was \$3,025, and the General Fund F.B. was \$1,561.07. The Continuing Education net loss was \$421.56 and the General Fund net loss was \$2,010.29. To cover the General Fund net loss, \$1,000 was transferred from the Continuing Education F.B. to the General Fund F.B. On 10/1/2016, the Continuing Education F.B. was \$1,603.44 and the General Fund F.B. was \$550.78.

On 9/30/2016, ALS plus NMLN revenues were \$375,025 and expenses were \$362,548, resulting in a net income of \$12,477. On 10/1/2016, the ALS fund balance was \$267,602.50 and the PTO (Paid Time Off) designated fund balance was \$8,284.35. Total UPRLC fund balances on 10/1/2016 were \$277,494. UPRLC member restricted accounts totaled \$17,068 at the beginning of the current fiscal year.

UPRLC Financial Summary for Year-to-Date 8/31/2017: The combined ALS/NMLN/UPRLC operating budget as of 8/31/2017 showed year to date operating

expenses of \$281,519 and year to date operating revenues of \$313,367. The balance sheet as of 8/31/2017 showed total assets of \$330,728.45 and total liabilities plus fund balances of \$330,728.45.

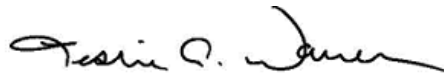
UPRLC ALS Budget for FY 2016/2017: The ALS Budget for FY 2017/2018 shows total operating revenues of \$310,650 and total operating expenditures of \$299,623. ALS receives revenues from member operation fees, interest, and rebilled supplies, licenses, and maintenance. ALS expenses consist of automated system maintenance, staff and overhead expenses, consortium internet access, group discounted subscriptions, and rebilled supplies, licenses, and maintenance.

ELECTION OF THE FY 2017/2018 BOARD OF DIRECTORS: Each UPRLC member institution may designate a voting member for the purpose of electing a Board of Trustees. Lisa Waskin reminded everyone that voting members had colored stars on their name tags. Current board members are: Megan Buck, Amanda Winnicki, Pam Christensen, Lisa Cromell, Suzanne Dees, Dillon Geshel, Andrea Ingmire, Mary June, Janis Lubenow, Pam Malmsten, Dion Mindykowski, Lisa Waskin, and Leslie Warren. Board members with terms expiring on 9/30/2017 included Pam Christensen, Suzanne Dees, Pam Malmsten, and Janis Lubenow. All agreed to run for another term. Marc Boucher was nominated to join the UPRLC Board for a three-year term beginning 10/1/2017.

A motion was made to elect Pam Christensen, Suzanne Dees, Pam Malmsten, Janis Lubenow, and Marc Boucher [all with terms expiring 9/30/2020] to the UPRLC Board of Directors for FY 2017/2018 (MSC Pam Christensen/Amanda Winnicki). Motion carried unanimously.

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:30 a.m. on a motion by Amanda Winnicki, seconded by Andrea Ingmire.

Respectfully submitted,



Leslie Warren, Secretary

Pam Malmsten, Recorder

Upper Peninsula Region of Library Cooperation
 Business Meeting Attendance and Designated Voter Status
 September 14, 2017

Last Name	First Name	Institution	Designated Voter?
Aird	Sue	Hannahville School Library	TRUE
Andary	Shawn	UPRLC/ALS	FALSE
Anderson	Molly	Northern Michigan University Library	FALSE
Barry	Leigh	Northern Michigan University Library	FALSE
Bartel	Barb	West Iron District Library	TRUE
Blanchard	Linda	Curtis Public Library	FALSE
Boucher	Marc	Lake Superior State University Library	FALSE
Boyle	Margaret	Peter White Public Library	FALSE
Buck	Megan	Dickinson County Library	TRUE
Chaffin	Melanie	Engadine Library	FALSE
Christensen	Pamela	Superiorland Library Cooperative	FALSE
Ciofu	Monique	Escanaba Public Library	FALSE
Clumpner	Krista	Northern Michigan University Library	FALSE
Cromell	Lisa	Munising School Public Library	TRUE
Daly	Rebecca	Finlandia University, Maki Library	TRUE
Edson	Katie	Michigan Technological University Library	FALSE
Engel	Denise	Wakefield Public Library	TRUE
Flood	Pam	Bayliss Public Library	FALSE
French	Jane	Les Cheneaux Community Library	TRUE
Garn	Stephanie	Peter White Public Library	FALSE
Geshel	Dillon	Portage Lake District Library	TRUE
Gonyea	Karen	Manistique School and Public Library	FALSE
Gruber	Beth	Marquette Regional History Center	TRUE
Hicks	Wendy	Ironwood Carnegie Public Library Board	FALSE
Holliday	Dee	Peter White Public Library	FALSE
Holman	Jessica	Negaunee Public Library	TRUE
Hook	Mary	Manistique School and Public Library	TRUE
Houle	Pat	Superiorland Library Cooperative Board	FALSE
Ingmire	Andrea	Peter White Public Library	TRUE
Jacobs	Susan	Alpena County Library	TRUE
Jahn	Patti	Superiorland Library Cooperative Board	FALSE
Jordan	Caroline	Superiorland Library Cooperative Board	FALSE
June	Mary	Lake Superior State University Library	TRUE
Kilpela	Jeni	Peter White Public Library	FALSE
LaRue	Anna	Alanson Area Public Library	TRUE
Lupino	Melissa	Bessemer Public Library	TRUE

Last Name	First Name	Institution	Designated Voter?
MacDonald	Bruce	Peter White Public Library	FALSE
Makela	Leslie	Forsyth Township Public Library	TRUE
Malmsten	Pamela	Superiorland Library Cooperative	TRUE
Mindykowski	Dion	Tahquamenon Area Public Library	TRUE
Montgomery	Jean	Superiorland Library Cooperative	FALSE
Morelock	Jeremy	Superiorland Library Cooperative	FALSE
Mosseau	Nancy	Alpena County Library	FALSE
Msuya	Ismail	Northern Michigan University Library	FALSE
Saffer	Kimberly	Manistique School and Public Library	TRUE
Schaeffer	John	Superiorland Library Cooperative Board	FALSE
Schick	Joan	Lake Linden School Public Library	TRUE
Schmidt	Skip	St. Ignace Public Library	TRUE
Schneeberger	Mary	Peter White Public Library	FALSE
Spanos	Bexi	West Iron District Library	FALSE
Supnick	Patricia	Newberry Correctional Facility	FALSE
Tessmer	Wanda	Carp Lake Township Library	TRUE
Warren	Leslie	Northern Michigan University Library	FALSE
Waskin	Lisa	Superior District Library	TRUE
Winnicki	Amanda	Menominee County Library	TRUE
Wuokko	Larry	Republic-Michigamme School Public Library	TRUE