

Upper Peninsula Region of Library Cooperation, Inc.  
Annual Business Meeting  
Minutes of the Meeting of September 25, 2014

**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. Ken, Miller, Chair, called the meeting to order at 11:12 a.m. 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:** Ken Miller welcomed everyone to the annual meeting. He said that the Annual Meeting was a good example of the ongoing collaboration among UPRLC libraries. In addition to working together on the automated circulation system, continuing education, programming, etc., Ken noted that UPRLC libraries are doing a fine job of reaching out and collaborating with members of their local communities.

**TREASURER'S ANNUAL REPORT:**

Suzanne Dees presented the Treasurer's Report.

FY 2013 Audit Summary: The 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. Suzanne summarized financial statements included in the audit for the year ended September 30, 2013. The UPRLC Continuing Education Fund balance was \$3,025 and the General Fund Unrestricted fund balance was \$4,232. The Automated Library Services (ALS) Designated Fund balance was \$202,392.

UPRLC Financial Summary for Year Ending September 30, 2014; As of 8/31/2014, UPRLC General Fund administrative expenses totaled about \$4,164 and included insurance and the preparation of the annual audit and 990 form. General Fund revenues, which are comprised of yearly member dues, totaled about \$3,445. As of September 23, 2014, the combined UPRLC/ALS/NMLN (Northern Michigan Library Network) budget showed total operating expenses of \$347,357 and total operating revenues of \$366,914. Suzanne also summarized the balance sheet for the period ending 8/31/2014. Suzanne noted that the UPRLC budget now includes expenses and revenues for items re-billed for optional products, including equipment, supplies, discounted group subscriptions, and the UPRLC consortium for Internet access. In the past, many of these items were posted to revolving accounts and the expenses and revenues were zeroed out by the end of the year. Since the UPRLC audit is completed in a format that is compliant with GASB (Governmental Accounting Standards Board) rules, the UPRLC auditor has recommend that re-billed items be included in the expense and revenue budgets.

UPRLC ALS Budget for FY 2014/2015: Suzanne reported that the ALS Operations Budget for FY 2014/2015 is balanced with expenses and revenues of \$414,600. Revenue sources include member operations fees, interest, sale of services, and re-billed items.

**ELECTION OF THE FY 2014/2015 BOARD OF DIRECTORS:** Each UPRLC member institution may designate a voting member for the purpose of electing a Board of Trustees. Ken Miller reminded everyone that voting members were designated with colored stars on their name tags. Current board members are: Beth Baker, Denise Bartlett, Pat Cheski, Pam Christensen, Suzanne Dees, Elaine Erickson, Cheryl Hoffman, Mary June, Janis Lubenow, Jeanne Ludlow, Ken Miller, Deb Oyler, Carolyn Stacey, and Leslie Warren. Board members with terms expiring 9/30/2014 are Beth Baker, Pat Cheski, Pam Christensen, Suzanne Dees, and Janis Lubenow; all agreed to run for another term. Ken Miller asked if there were any additional nominations. Pamela Malmsten was nominated from the floor and she accepted the nomination. **A motion was made to elect Beth Baker, Pat Cheski, Pam Christensen, Suzanne Dees, Janis Lubenow, and Pamela Malmsten to the UPRLC Board of Directors for FY 2014/2015 (MSC Deb Oyler/Elaine Erickson).** Motion carried unanimously.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:23 a.m. on a motion by Pam Christensen, seconded by Jeanne Ludlow.

Respectfully submitted,

Suzanne Dees, Acting Secretary

Pamela Malmsten, Recorder

UPRLC ANNUAL MEETING 2014  
**OFFICIAL ATTENDANCE LIST**

Last Name	First Name	Institution	Voter?
Aird	Susan	Nah Tah Wahsh Library	TRUE
Andary	Shawn	UPRLC	FALSE
Bagby	Dar	JLB Creatives	FALSE
Boehm	Tracy	Peter White Public Library	FALSE
Cheski	Pat	Menominee County Library	TRUE
Christensen	Pam	Peter White Public Library	TRUE
Clarke	Megan	Bay Mills Community College	FALSE
Collins	Christine	Ojibwa Community College Library	FALSE
Collins	Elora	L'Anse Area School Public Library	FALSE
Cromell	Lisa	Munising School Public Library	TRUE
Dees	Suzanne	Ishpeming Carnegie Public Library	TRUE
Dykhuis	Randy	MCLS	FALSE
Elzinga	Kay	Superiorland Library Cooperative	FALSE
Engel	Denise	Wakefield Public Library	TRUE
Erickson	Elaine	Ironwood Carnegie Public Library	TRUE
French	Jane	Les Cheneaux Community Library	FALSE

Last Name	First Name	Institution	Voter?
Graber	Bettina	Munising School Public Library	TRUE
Hale	Patricia	Calumet School Public Library	TRUE
Holman	Jessica	Negaunee Public Library	TRUE
Hook	Mary	Manistique School and Public Library	TRUE
Houle	Pat	Superiorland Library Cooperative	FALSE
Jahn	Patti	Ironwood Carnegie Public Library	FALSE
Janofski	Shelley	Northern Michigan Universtiy	FALSE
Johnson	Maggie	Superior District Library	FALSE
June	Mary	Lake Superior State University	TRUE
Laakko	Denise	Baraga Area Schools Library	TRUE
Lubenow	Janis	Marquette General Hospital Library	TRUE
Lucas	Jennifer	Superior District Library	FALSE
Ludlow	Jeanne	Alpena County Library	TRUE
MacDonald	Bruce	Peter White Public Library	FALSE
Malmsten	Pam	Superiorland Library Cooperative	TRUE
Michelin	Rosemary	Marquette Regional History Center	TRUE
Miller	Ken	Superior District Library	TRUE
Mindykowski	Dion	Tahquamenon Area Public Library	TRUE
Montgomery	Jean	Superiorland Library Cooperative	FALSE
Mousseau	Nancy	Alpena County Library	FALSE
Oyler	Debra	Houghton Portage Township Schools	TRUE
Rehborg	Sarah	Peter White Public Library	FALSE
Riley	Randy	Library of Michigan	FALSE
Schick	Joan	Lake Linden Hubbell School Public Library	TRUE
Scholl	Nora	Northern Michigan University	FALSE
Siren	Leo	Ontonagon Township Library	FALSE
Smith	Ann Marie	Pickford Community Library	FALSE
Stacey	Carolyn	Escanaba Public Library	TRUE
Supnick	Patty	Alger Correctional Facility	FALSE
Sutton	Lisa	Roscommon Area District Library	TRUE
Tessmer	Wanda	Carp Lake Township Library	TRUE
Wagner	Janice	Engadine Library	FALSE
*Warren	Leslie	Northern Michigan University	TRUE
White	Shannon	Library of Michigan	FALSE
Wiercinski	Lynne	Ironwood Carnegie Public Library	FALSE
Withrow	Pamela	Forsyth Township Library	TRUE