

**PALS Plus Executive Board Meeting  
July 27, 2017 at 10:15 a.m.  
Clifton Public Library**

**AGENDA**

Call to order

Approval of the minutes of June 29, 2017 regular Executive Board meeting

Public Petitions and Requests

President's Report—Jody Treadway

Correspondence

Treasurer's Report—Christine Miller

Executive Director's Report—Luca Manna

Committee Reports

Old Business

New Business

- New item location
- Public PC Management policy revision

Announcements

Adjournment

Next meeting:

Executive Board Meeting

Thursday, August 24, 2017 - 10:15 a.m. at Clifton Public Library

**PALS Plus Executive Board Meeting  
June 29, 2017 at 10:15 a.m.  
Clifton Public Library**

**MINUTES**

**Call to order**

The regular meeting of the PALS Plus Executive Board was called to order at 10:18 a.m. by President Jody Treadway (Wayne) at the Clifton Public Library. In attendance were Executive Board members Christine Pelchat-Miller (Little Falls), Ricardo Pino (West Milford), Patti Perugino (Bloomington), Claudine Pascale (Caldwell), and Cheryl Ashley (Verona). Also in attendance was Candice Brown (Clifton) and Luca Manna (PALS). The members present constituted a quorum.

**Approval of the minutes of May 25, 2017 regular Executive Board meeting**

Mr. Pino made a motion to approve the minutes from the Executive Board meeting on May 25, 2017. Ms. Perugino seconded the motion. The minutes were approved unanimously.

**Public Petitions and Requests**

There was one member of the public in attendance. Mr. Pino made a motion to close the public portion of the meeting. Ms. Miller seconded the motion. The session was closed.

**President's Report—Jody Treadway**

- We are moving along with The Great Library Road Trip launch. The Public Relations committee did a great job of putting it together. Hopefully it will be the first of many. The members discussed the professional graphics made by Lisa Jorgenson, the staff's excitement to launch the contest, and cultural tie-in to other member libraries.
- The PALS Plus Technology Plan for 2017-2019 is complete and in the meeting packet for today – we are on the right track.

**Correspondence** – There was no correspondence.

**Treasurer's Report—Christine Pelchat-Miller**

- Ms. Pelchat-Miller reviewed the balance sheet and budget vs. actual income for May and said it looked great for this time of year. She noted that digital collections are at 77%. Mr. Manna that \$20,000 was used to acquire digital periodicals and the remainder was paid to OverDrive and is treated as a deposit from which we draw for weekly purchases. We currently have approximately \$7,000 in the deposit
- Mr. Pino made a motion to remove Open Borrowing from the Budget vs. Actual Income Report. Ms. Perugino seconded the motion. The board voted unanimously to remove the Open Borrowing line from the Treasurer's report.
- Mr. Pino made a motion to accept the treasurer's report and Ms. Perugino seconded the motion. The treasurer's report was approved unanimously.

### **Executive Director's Report—Luca Manna**

- Mr. Manna is very happy that staff is excited about the Great Library Road Trip Contest launching on July 1<sup>st</sup>. Letters and copies of the contest map will be sent to the representatives of the landmarks featured in the contest, the Passaic County Freeholders, Passaic County Cultural Affairs, and the Passaic County Cultural and Heritage Council. It is Mr. Manna's hope that this is just the beginning of future partnerships between PALS Plus and cultural organizations in the county.
- West Milford's new building is finally open. It is a gorgeous library that is loved by the community and Mr. Manna was happy to be there for the ribbon cutting ceremony. Congratulations to Mr. Pino and all involved for this success, a result of a tremendous amount of work.
- The Enterprise Task Force has been formed. They will focus on examining our current implementation of Enterprise and seek ways to maximize its potential.
- Recorded Books will be rebranding its digital services resulting in merging the OneClick Digital and Zinio for Libraries app into a single app named RBdigital. Patrons will be informed that they need to download the new app. More detailed information will be sent to the membership in the coming days.
- Baker & Taylor TS360 migration has not gone smoothly. Carla has taken the initiative to coordinate communications and efforts between the libraries and B&T to resolve the issues.

### **Committee Reports**

#### **Old Business**

- Insurance – Mr. Manna reported that cyber liability is a separate policy and he is looking into the details and cost.
- SirsiDynix –Contract & ERC Connector for hoopla – The SirsiDynix contract has been signed. The invoice has not been received. Payment for hoopla ERC will not be due until the product launches.

#### **New Business**

- Rochelle Park - Representatives of the Rochelle Park Library, an association library that was previously a member of BCCLS, have stated that the library will rely on ILL and other state funded services to provide materials to their patrons. A question has arisen as to the legal status of Rochelle Park and their eligibility to receive such services. NJLA has requested a determination by the New Jersey State Library on this matter. The New Jersey State Library is awaiting a formal decision by New Jersey's Attorney General.

A discussion ensued on what, if any, action PALS Plus should take before a formal decision is rendered. It was decided that no action should be taken at this point and that this issue should be on the agenda for discussion at the September membership meeting. Additionally, preceding the fall membership meeting, a communication will go out to PALS Plus library directors that the until a formal opinion is given by the New Jersey Attorney General or NJLA, the decision to honor ILL requests from Rochelle Park will

be at the discretion of the receiving library.

- Technology Plan – The PALS Plus Technology Plan Committee identified six main areas to focus efforts for the technology plan. PALS Plus staff began working on goals in January 2017. The technology plan was discussed at length including adding public Wi-Fi to the PALS Plus network, installing a generator, track-it details, online payments of fines, accepting credit card payments, improving catalog integrity, etc. The tech services committee is excited about the new plan and is working hard to make these changes. Ms. Perugino made a motion to accept the technology plan for PALS Plus. Mr. Pino seconded the motion. The board approved the technology plan unanimously.
- Enterprise Task Force – Mr. Pino made a motion to approve the PALS Plus Enterprise Task Force. Ms. Perugino seconded the motion. The board approved the Enterprise Task Force unanimously.
- Passaic County Fair will take place from August 17-20 at Garret Mountain Reservation. Mr. Manna is asking for all members to participate this year. A tent and tables will be needed.
- September membership meeting will take place at West Milford Township Library on September 28<sup>th</sup>.

### **Announcements**

- Mr. Pino sought advice on obtaining a new book drop.
- Ms. Treadway announced that she will be absent at July's Executive Board meeting.

### **Adjournment**

The meeting was adjourned at 11:16 a.m.

Next meeting:

Executive Board Meeting

Thursday, July 27, 2017 - 10:15 a.m. at Clifton Public Library

# PALS Plus

## 2017 PALS PLUS BUDGET VS ACTUAL

	June	YTD	Budget	Balance	
<b>INCOME</b>					
Assessment	\$ -	\$ 249,471	\$ 577,985	\$ (328,514)	43%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Associate Member Dues	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ 52	\$ 261	\$ -	\$ 261	
Other Income	\$ -		\$ -	\$ -	
Applied from Reserves	\$ -	\$ 19,929	\$ 20,000	\$ (71)	
<b>Total Budgeted Income</b>	<b>\$ 52</b>	<b>\$ 269,661</b>	<b>\$ 667,985</b>	<b>\$ (398,324)</b>	<b>40%</b>
<b>EXPENSES</b>					
Advocacy and Public Relations	\$ 149	\$ 286	\$ 3,750	\$ 3,464	8%
Capital Expenses	\$ (12,929)	\$ (6,753)	\$ 25,000	\$ 31,753	-27%
Contracts and Subscriptions	\$ 3,425	\$ 25,028	\$ 172,888	\$ 147,860	14%
Digital Collections	\$ -	\$ 45,650	\$ 59,000	\$ 13,350	77%
Fee for Service	\$ 231	\$ 2,176	\$ 9,425	\$ 7,249	23%
Group Purchases <sup>A</sup>	\$ (2,402)	\$ (47,394)	\$ -	\$ 47,394	
Office Supplies and Equipment	\$ 231	\$ 803	\$ 4,500	\$ 3,697	18%
Official Business	\$ 14	\$ 3,293	\$ 7,500	\$ 4,207	44%
Personnel including Tech Support <sup>A</sup>	\$ 25,307	\$ 142,747	\$ 356,538	\$ 213,791	40%
Rent	\$ -	\$ 8,400	\$ 16,800	\$ 8,400	50%
Telecom: Members <sup>A</sup>	\$ (1,304)	\$ 14,701	\$ -	\$ (14,701)	
Telecom:PALS Plus	\$ 2,315	\$ 496	\$ 7,584	\$ 7,088	7%
<b>Expenses</b>	<b>\$ 18,743</b>	<b>\$ 222,126</b>	<b>\$ 662,985</b>	<b>\$ 440,859</b>	<b>34%</b>
<b>Contingency Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
<b>Total Budgeted Expenses</b>	<b>\$ 18,743</b>	<b>\$ 222,126</b>	<b>\$ 667,985</b>	<b>\$ 445,859</b>	<b>33%</b>

<sup>A</sup> Monthly and ongoing balances include reimbursement from members

Shaded lines are not included in budget totals

**PALS Plus, Inc.**  
**Balance Sheet**  
As of June 30, 2017

	<u>Jun 30, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10150 · VNB Operations Acct [2590]	167,827.75
10250 · VNB ACH Acct [8040]	1,306.36
10300 · PALS Plus NJ Cash Management	77,012.04
10350 · VNB Money Market Acct	32,133.75
Total Checking/Savings	278,279.90
Accounts Receivable	
11100 · PALS Plus Member Invoices	42,125.62
Total Accounts Receivable	42,125.62
Other Current Assets	
12000 · Undeposited Funds	34.34
Total Other Current Assets	34.34
Total Current Assets	320,439.86
Fixed Assets	
12600 · Acc Dep Computer Equipment & So	-1,258,480.62
12700 · Acc Dep Leasehold Improvements	-1,525.00
12800 · Computer Equipment/Software	1,280,972.98
12900 · Leasehold Improvements	4,109.00
Total Fixed Assets	25,076.36
<b>TOTAL ASSETS</b>	<b><u>345,516.22</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	100,822.35
Total Accounts Payable	100,822.35
Total Current Liabilities	100,822.35
Total Liabilities	100,822.35
Equity	
30000 · Opening Balance Equity	145,997.66
32000 · Retained Earnings	134,522.21
Net Income	-35,826.00
Total Equity	244,693.87
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>345,516.22</u></b>

## **Executive Director's Report – June 2017**

### **The Great Library Road Trip Contest! – Explore the World of PALS Plus**

The summer contest is up and running and I'm happy to report that the responses have been extremely positive. Many libraries have reported visits from patrons from other communities, and one library has reported that a fully completed map has been returned. So, at the very least, we know of at least one individual that has visited every PALS Plus library. That is fantastic!

In all, I think we will accomplish our chief goal to raise an awareness that there are many libraries in PALS Plus and that patrons can visit those libraries and receive service. So many choices – one library card!

### **Passaic County Fair**

PALS Plus will once again participate in the annual Passaic County Fair which will take place from Thursday, August 17, 2017 through Sunday, August 20, 2017.

The PALS Plus Public Relations Committee is taking the lead on organizing our efforts including scheduling, marketing, and activities. At this time, the committee is planning on button making as an activity and will creatively repurpose picture frames to create a space where tent visitors can pose with various props and take photographs. The committee is creating promotional materials and obtaining marketing materials from our digital partners in an effort to raise awareness of the services offered through PALS Plus. Additionally, we will also distribute copies of The Great Library Road Trip Contest! – Explore the World of PALS Plus maps.

In the coming days, a call for tent sitters will go out to the membership stressing the importance of having all PALS Plus libraries participate in the event. We all benefit greatly from the financial support we receive from the Passaic County Freeholders, and it is important that we show our appreciation for their generosity by participating in this county event.

### **ERC Hoopla**

Eli and I have begun working with SirsiDynix in the implementation of ERC for hoopla, which will incorporate content from hoopla into our catalog search results. As with any new product or service launch, the configuration process is often a back and forth between the vendor and customer and much testing. We are certainly making progress, but are not ready to announce an official 'go live' date, but I anticipate a September launch.

## Training

Training is an important service that PALS Plus provides the membership and I acknowledge that there hasn't been much of it in the last year. We have begun preparation for a PALS Plus back-to-school series of training sessions covering a wide variety of topics, from catalog and database cleanup, BLUECloud Analytics, and technology best practices beginning in September and taking place throughout the last months of 2017. Classes may be held through webinars, in person, or a combination of both, depending on the topic.

## Committees

Upcoming meeting dates:

PALS Plus Circulation Committee : August 23, 2017 at 2 PM – Location: Clifton

PALS Plus Information Management Committee: August 3, 2017 at 2:15 PM – Location: Clifton

PALS Plus Public Relations Committee: Friday, August 11, 2017 at 10 AM – Location: Totowa

## PALS Plus Staff Vacations

Luca Manna - July 31, 2017 – August 13, 2017

Carla DeLuise – August 14, 2017 – August 21, 2017

Jim Dwyer - July 24, 2017 – July 28, 2017

Lisa Kulesa – August 8, 2017 – August 10, 2017



## PALS Plus Policy Committee

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The PALS Plus Policy Committee acknowledges that as PALS Plus libraries' collections change and/or expand, the need for new item locations may arise.

The PALS Plus Policy Committee proposes that the following criteria be met for any new item location:

- The new item location must represent a significant collection for the requesting library, that is, it must contain a minimum of 50 items or a commitment to growing the collection over time.
- The new item location should be of use to other PALS Plus libraries.

In an effort to streamline the process of requesting new item locations, the PALS Plus Policy Committee proposes the following procedure:

- A written request is made by the director of the library to the PALS Plus Executive Director. If the previously stated criteria are met, the new item location will be created.
- If the criteria are not met, the request will be brought to the Policy Committee for review and, if necessary, may be sent to the PALS Plus Executive Board and/or the membership for a final decision.

The naming of new item locations will be general so that it may be used by other PALS Plus libraries (i.e. REFDESK instead of RING-REFDESK)

## PALS Plus Policy Committee

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The PALS Plus Policy Committee recommends the following revision to the Public PC Management section (7) of the PALS Plus Policy Manual.

### Current statements

- 7.1. Libraries may set their own policies regarding guest passes for Internet use.
- 7.2. Libraries may set their own policies regarding Internet filtering at their site(s).
- 7.3. *At all Full Member libraries that utilize Envisionware's PC Reservation software to control public computer usage, users will be prohibited from logging on to public computers when their Unicorn status is BARRED, their library privilege is expired, or the library card used to log in is a lost card.*
- 7.4. *Full Member libraries may, if they choose, prohibit public computer usage for users when their Unicorn status is BLOCKED.*

### Revision

- 7.3 Libraries may set their own policies controlling public computer usage in regards to restricting access to users based on delinquency, library card expiration, and patron status.