

**PALS Plus Executive Board Meeting
August 24, 2017 at 10:15 a.m.
Clifton Public Library**

AGENDA

Call to order

Approval of the minutes of July 27, 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

Fines

New Business

PALS Plus 2018 Budget Draft

Announcements

Adjournment

Next meeting:

Membership Meeting

Thursday, September 28, 2017 - 10:15 a.m. at West Milford Township Library

**PALS Plus Executive Board Meeting
July 27, 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 Vice President Cindy Czesak (Paterson) at the Clifton Public Library. In attendance were Executive Board members Christine Pelchat-Miller (Little Falls), Ricardo Pino (West Milford), Patti Perugino (Bloomington) and Cheryl Ashley (Verona). Also in attendance was Luca Manna (PALS). The members present constituted a quorum.

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

Mr. Pino made a motion to approve the minutes from the Executive Board meeting on June 29, 2017 with amendments. Ms. Perugino seconded the motion. The minutes were approved unanimously. Ms. Czesak abstained.

Public Petitions and Requests

There were no members of the public in attendance. Mr. Pino made a motion to close the public portion of the meeting. Ms. Perugino seconded the motion. The session was closed.

President's Report—Jody Treadway

Correspondence – There was no correspondence.

Treasurer's Report—Christine Pelchat-Miller

- Ms. Pelchat-Miller reviewed the balance sheet and budget vs. actual income for June and said we are on track for this time of year. She pointed out that the line item for capital expenses is a negative number. Mr. Manna explained that since E-Rate operates on a fiscal year as opposed to a calendar year (PALS Plus), E-Rate reimbursement was received in 2017 for 2016 expenses.
- Regarding the balance sheet, Mr. Pino noted that there is approximately a \$27,000 difference year to year. Mr. Manna explained that we used reserve funds to pay for the first year of Zinio. Mr. Manna added that the SirsiDynix bill has not been paid as we are waiting for a new invoice with BlueCloud Analytics charges added to it. The line item for Contracts & Subscriptions will increase once SirsiDynix is paid. Also the 3rd quarter billing payments will be arriving shortly.
- 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 reported that the Great Library Road Trip Contest is going very well. Patrons

are visiting other member libraries, including West Milford. One patron from Little Falls completed the map in its entirety.

- PALS Plus will once again be represented at the Passaic County Fair which runs from August 17-20 at Garret Mountain. The Public Relations Committee has taken the lead in scheduling, marketing and activities. Mr. Manna commented that every library should be represented as the Passaic County Freeholders contribute to every member library. Children will be able to design their own buttons and there will also be a photo booth experience.
- Eli and Mr. Manna have begun working with SirsiDynix in the implementation of ERC for hoopla which will incorporate content from hoopla into our catalog search results. A test will be sent to all libraries before the launch, most likely in September.
- PALS Plus has begun preparation for a 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.

Committee Reports

- Ms. Czesak spoke about the Policy Committee's discussion about eliminating fines for overdue materials at their last meeting. She has asked for a group conversation with PALS Plus members to explore options such as standardizing fines and allowing certain patron profiles to be excluded. Many points were brought up, including not charging fines for children's cards, Peter Bromberg's analysis (including the cost of staff time and staff morale), budgeting on revenue from fines, unreturned items and board of trustees' approval. Several members agreed that it would be cleaner if all PALS Plus members agree to participate or not.

Old Business

New Business

- **New item location** - Ms. Czesak stated that with the tremendous amount of item locations in the database, some categories include very few items. The 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 of growing the collection over time.
 - The new item location should be of use to other PALS Plus libraries.

In order 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.

Mr. Pino made a motion to approve the policy. Ms. Miller seconded the motion. The motion was approved unanimously.

- **Public PC Management policy revision** – The 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. The Policy Committee recommends the following revision to the Public PC Management Section

Mr. Pino made a motion to approve the policy. Ms. Ashley seconded the motion. The motion was approved unanimously.

Announcements

- Ms. Perugino announced that there is an opening for a Children’s Librarian in Bloomingdale.

Adjournment – Mr. Pino made a motion to adjourn the meeting at 11:16 a.m. Ms. Perugino seconded the motion. The motion to adjourn the meeting was approved unanimously.

Next meeting:

Executive Board Meeting

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

PALS Plus

2017 PALS PLUS BUDGET VS ACTUAL

	July	YTD	Budget	Balance	
INCOME					
Assessment	\$ 31,479	\$ 280,950	\$ 577,985	\$ (297,035)	49%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Associate Member Dues	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ 60	\$ 320	\$ -	\$ 320	
Other Income	\$ -		\$ -	\$ -	
Applied from Reserves	\$ -	\$ 19,929	\$ 20,000	\$ (71)	
Total Budgeted Income	\$ 31,539	\$ 301,199	\$ 667,985	\$ (366,786)	45%
EXPENSES					
Advocacy and Public Relations	\$ -	\$ 286	\$ 3,750	\$ 3,464	8%
Capital Expenses	\$ 2,034	\$ (4,720)	\$ 25,000	\$ 29,720	-19%
Contracts and Subscriptions	\$ 3,425	\$ 25,028	\$ 172,888	\$ 147,860	14%
Digital Collections	\$ -	\$ 45,650	\$ 59,000	\$ 13,350	77%
Fee for Service	\$ 5,100	\$ 7,276	\$ 9,425	\$ 2,149	77%
Group Purchases ^A	\$ (2,003)	\$ (49,397)	\$ -	\$ 49,397	
Office Supplies and Equipment	\$ 111	\$ 915	\$ 4,500	\$ 3,585	20%
Official Business	\$ -	\$ 3,293	\$ 7,500	\$ 4,207	44%
Personnel including Tech Support ^A	\$ 30,519	\$ 165,389	\$ 356,538	\$ 191,149	46%
Rent	\$ 4,200	\$ 12,600	\$ 16,800	\$ 4,200	75%
Telecom: Members ^A	\$ 4,796	\$ 19,497	\$ -	\$ (19,497)	
Telecom:PALS Plus	\$ 2,331	\$ 2,827	\$ 7,584	\$ 4,757	37%
Expenses	\$ 47,720	\$ 258,544	\$ 662,985	\$ 404,441	39%
Contingency Expenses	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
Total Budgeted Expenses	\$ 47,720	\$ 258,544	\$ 667,985	\$ 409,441	39%

^A Monthly and ongoing balances include reimbursement from members
 Shaded lines are not included in budget totals

3:30 PM

08/17/17

Accrual Basis

PALS Plus, Inc.
Balance Sheet Prev Year Comparison
As of July 31, 2017

	Jul 31, 17	Jul 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	134,214.92	96,579.00	37,635.92	39.0%
10250 · VNB ACH Acct [8040]	1,176.88	5,916.30	-4,739.42	-80.1%
10300 · PALS Plus NJ Cash Management	77,070.41	76,615.23	455.18	0.6%
10350 · VNB Money Market Acct	32,135.07	52,040.78	-19,905.71	-38.3%
10400 · Petty	0.00	14.39	-14.39	-100.0%
Total Checking/Savings	244,597.28	231,165.70	13,431.58	5.8%
Accounts Receivable				
11100 · PALS Plus Member Invoices	284,790.00	123,027.67	161,762.33	131.5%
Total Accounts Receivable	284,790.00	123,027.67	161,762.33	131.5%
Other Current Assets				
12000 · Undeposited Funds	11,191.62	0.00	11,191.62	100.0%
Total Other Current Assets	11,191.62	0.00	11,191.62	100.0%
Total Current Assets	540,578.90	354,193.37	186,385.53	52.6%
Fixed Assets				
12600 · Acc Dep Computer Equipment & So	-1,258,480.62	-1,258,480.62	0.00	0.0%
12700 · Acc Dep Leasehold Improvements	-1,525.00	-1,525.00	0.00	0.0%
12800 · Computer Equipment/Software	1,280,972.98	1,280,972.98	0.00	0.0%
12900 · Leasehold Improvements	4,109.00	4,109.00	0.00	0.0%
Total Fixed Assets	25,076.36	25,076.36	0.00	0.0%
TOTAL ASSETS	565,655.26	379,269.73	186,385.53	49.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	95,373.17	-7,813.66	103,186.83	1,320.6%
Total Accounts Payable	95,373.17	-7,813.66	103,186.83	1,320.6%
Total Current Liabilities	95,373.17	-7,813.66	103,186.83	1,320.6%
Total Liabilities	95,373.17	-7,813.66	103,186.83	1,320.6%
Equity				
30000 · Opening Balance Equity	145,997.66	145,997.66	0.00	0.0%
32000 · Retained Earnings	134,522.21	224,511.36	-89,989.15	-40.1%
Net Income	189,762.22	16,574.37	173,187.85	1,044.9%
Total Equity	470,282.09	387,083.39	83,198.70	21.5%
TOTAL LIABILITIES & EQUITY	565,655.26	379,269.73	186,385.53	49.1%

Executive Director's Report – August 2017

Passaic County Fair

Last night was the first night of the Passaic County Fair. The PALS Plus tent seemed to be bursting with activity as fair attendees stopped by to learn about libraries, PALS Plus, digital services, and, what was the biggest hit, pose for book face pictures. It was a great night of public and political outreach. Kudos to the PALS Plus Public Relations Committee for organizing our participation in the event and the activities and to all the volunteers for giving their time and energy to representing PALS Plus at the fair. The energy in our tent was palpable.

Budget

A draft of the 2018 PALS Plus budget has been sent to the Executive Board Finance Committee for review. Enclosed is this packet is a summary of the budget line items with explanations of the changes to the various expense categories. This is still a draft, so there may be some modifications once the Executive Board Finance Committee meets to discuss it.

Committees

Upcoming meeting dates:

- PALS Plus Policy Committee: August 22, 2017 at 10 AM – Location: Clifton (Fine discussion)
- OverDrive Advantage Libraries: August 25, 2017 at 10:30 am – Location: West Milford
- PALS Plus Information Management Committee: September 7, 2017 at 2:15 PM – Location: Clifton
- PALS Plus Technical Services Committee: September 13, 2017 at 10 PM – Location: West Milford
- PALS Plus Public Relations Committee: September 15, 2017 at 10 AM – Location: Clifton
- PALS Plus Circulation Committee: September 20, 2017 – Location: Clifton

PALS Plus Staff Vacations

Jim Dwyer – September 15, 2017 – September 18, 2017

2018 PALS Plus Budget Draft

PALS Plus 2018 Budget - Draft

	2017	2018
Advocacy & Public Relations	3750	3050
Capital Expenses	25000	28705
Contracts and Subscriptions	172888	172905
Digital Collections	59000	59000
Fee for Service	9425	10200
Office Supplies and Equipment	4500	3700
Official Business	7500	7500
Personnel	356538	368803
Rent	16800	16800
Telecom	7584	8940
Contingency	5000	5000
Total	667985	684603

Notes on the PALS Plus 2018 budget draft

- The PALS Plus budget has little fat, any increase in expenses is difficult to absorb without an overall increase to the budget, but I have tried to cut some expenses when possible without, I hope, sacrificing the integrity of the technical infrastructure or our core services.
- The increases in the various lines are the result of the following :
 - **Capital expenses** – UPS Battery Replacement (our current battery backup equipment is at end of life and needs replacement) ; a firewall at end of life needs to be replaced. This equipment is E-rate eligible
 - **Contracts and Subscriptions** – Annual maintenance costs for newly acquired network equipment
 - **Fee for service** – The increase is primarily due to higher insurance costs to fully cover our network equipment
 - **Personnel** – Accounts for a 2% salary increase and other costs associated with personnel (insurance, benefits, etc.)
 - **Telecom** – E-rate credit for VoIP and mobile is being phased out ; the 2017 Verizon internet costs were approximated