

**PALS Plus General Membership Meeting
September 28, 2017
West Milford Township Library - 10:15 a.m.**

AGENDA

Business Meeting

Sunshine Law

Call to order

Approval of the minutes of the April 27, 2017 meeting

Public Petitions and Requests

President's Report— Jody Treadway

Treasurer's Report—Christine Pelchat-Miller

Executive Director's Report—Luca Manna

Committee Reports

Old Business

New Business

- Introduction of the 2018 PALS Plus budget

Announcements

Adjournment

The General Membership Meeting will be followed by a presentation of Collection HQ by Brendan Pearce.

Next Scheduled General Membership Meeting - Thursday, October 26, 2017 at Ringwood Public Library

PALS Plus General Membership Meeting

April 27, 2017

Clifton Public Library - 10:15 a.m.

MINUTES

Business Meeting

Sunshine Law – The sunshine law has been satisfied.

Call to order

The PALS Plus General Membership Meeting was called to order at 10:20 a.m. by President Jody Treadway (Wayne) at Clifton Public Library. In attendance were Patti Perugino (Bloomington), Gillian Buonanno (Cedar Grove), Candice Brown (Clifton), Brianne Colombo (Fairfield), Christine Pelchat-Miller (Little Falls), Susan Serico (North Haledon), Michele Fornal (Passaic), Cindy Czesak (Paterson), Michael Drazek (Pompton Lakes), Elise Bedder (Ringwood), Gillian Buonanno (Wanaque), Ricardo Pino (West Milford), Linda Hoffman (Woodland Park), Luca Manna (PALS Plus), Kathy Shalk-Greene (LibraryLinkNJ), Mariela Perez Trejo (4Cs of Passaic County). Caldwell, Passaic County Community College, Haledon, Totowa and Verona were not represented.

Approval of the minutes of the March 23, 2017 meeting

Mr. Pino made a motion to approve the minutes of the March 23, 2017 meeting. Ms. Pelchat-Miller seconded the motion. The minutes were approved unanimously with amendments. Ms. Czesak abstained.

Public Petitions and Requests

Ms. Czesak made a motion to open the public portion of the meeting. There were two members of the public in attendance.

- Guest speaker Kathy Shalk-Greene – LibraryLinkNJ Executive Director
- Guest speaker Mariela Perez Trejo - 4Cs of Passaic County, Inc., Parent Services Manager

President's Report— Jody Treadway

- Ms. Treadway is very proud of the great work the PALS Plus Committees are doing. She is looking forward to the "Treasure Map of Landmarks" program.

Treasurer's Report—Christine Pelchat-Miller

Ms. Pelchat-Miller reviewed the balance sheet and budget vs. actual income for March and stated that we are financially in line for this time of year. She noted the transfer of funds from reserves to the operations account occurred in order to pay for Zinio for Libraries. Also E-Rate funding was received so there is a credit balance in group purchases (members will be billed for equipment in the 2nd quarter billing in April), telecom for members and telecom for PALS Plus. Mr. Pino made a motion to approve the treasurer's report. Ms. Perugino seconded the motion. The treasurer's report was approved unanimously.

Executive Director's Report—Luca Manna

- Mr. Manna announced that the catalog and metadata position has been filled with a May 8th start date. The duties of the new employee were discussed, including regaining the integrity of the catalog.
- On May 1st the renewal period for new DVDs will increase from 1 week to 2 weeks and the fines will be lowered to 50 cents.
- Mr. Manna examined the landscape of the SirsiDynix contract renewal and recommends 5 years as ideal. The proposal has been sent to SirsiDynix and is going through the management chain.
- The COSUGI conference attended by Mr. Manna in April proved to be a means of reestablishing relationships with SirsiDynix representatives. He is working on establishing a New Jersey local users group in order to discuss the state of affairs and have a collective voice regarding issues. Mr. Manna described future tools presented at the conference which included the suite of BLUECloud Products (Analytics, Circulation & Cataloging, Mobile, Visibility, and Digital Academy).

Committee Reports

- Public Relations Committee – Ms. Hoffman discussed several new programs including the Treasure Map of Landmarks program in which patrons will visit landmarks on the map and enter into a drawing for a prize. She urged members to speak to their library boards, town councils and school boards regarding contacting our state representatives to support adding a ballot for the Construction Bond Act.
- Information Management Committee – Mr. Drazek thanked the membership for participating in their recent survey and discussed results. The committee identified areas of concern causing most issues with the wiki and categorized them. Future survey results will be used to help determine what is needed from a PALS Plus information source, ways to improve the wiki or replace it.
- Youth Services Committee did an amazing job presenting “Escape NJLA” at the NJLA conference last week. The interactive presentation included a scavenger hunt and skyping with author Chris Grabenstein. Kudos to Bernadette Titterington (Wayne), Linda Belen (Little Falls), Gloria Abero (Clifton) and Annemarie Shapiola (Totowa). PALS Plus is proud of your representation.
- Tech Services Committee is actively looking at ways to address the consistency issues in our cataloging and linking practices. Additionally, the committee is exploring database maintenance related data needs that could be met using BLUECloud Analytics.

Old Business – There is no old business.

New Business – There is no new business.

Announcements

- After 31 years Ms. Cindy Czesak is retiring on October 31st.
- Ms. Candice Brown is retiring on September 1st so this is her last membership meeting. Justine Tomczak will be Clifton's next director.

- Mr. Pino announced that West Milford's new building ribbon cutting is scheduled for Saturday, June 3rd.

Adjournment – Ms. Czesak made a motion to adjourn the meeting. Mr. Pino seconded the motion. The meeting was adjourned at 12:07 p.m.

Next Scheduled General Membership Meeting – September 28, 2017 at Wayne Public Library

**PALS Plus Special Executive Board Meeting
April 27, 2017
Clifton Public Library - 12:15 p.m.**

MINUTES

The PALS Plus Special Executive Board Meeting was called to order at 12:15 p.m. by President Jody Treadway (Wayne) at Clifton Public Library. In attendance were Patti Perugino (Bloomingdale), Christine Pelchat-Miller (Little Falls), Cindy Czesak (Paterson), Ricardo Pino (West Milford), and Luca Manna (PALS Plus).

Ms. Czesak made a motion to approve Carla DeLuise for the cataloging and metadata position at PALS Plus. Mr. Pino seconded the motion. The board approved the motion unanimously.

The meeting was adjourned at 12:20 p.m.

PALS Plus

2017 PALS PLUS BUDGET VS ACTUAL	August	YTD	Budget	Balance	
INCOME					
Assessment	\$ 149,690	\$ 430,641	\$ 577,985	\$ (147,344)	75%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Associate Member Dues	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ 65	\$ 386	\$ -	\$ 386	
Other Income	\$ -		\$ -	\$ -	
Applied from Reserves	\$ -	\$ 19,929	\$ 20,000	\$ (71)	
Total Budgeted Income	\$ 149,755	\$ 450,956	\$ 667,985	\$ (217,029)	68%
EXPENSES					
Advocacy and Public Relations	\$ -	\$ 286	\$ 3,750	\$ 3,464	8%
Capital Expenses	\$ 2,034	\$ (2,686)	\$ 25,000	\$ 27,686	-11%
Contracts and Subscriptions	\$ 1,961	\$ 33,965	\$ 172,888	\$ 138,923	20%
Digital Collections	\$ -	\$ 45,650	\$ 59,000	\$ 13,350	77%
Fee for Service	\$ 131	\$ 7,408	\$ 9,425	\$ 2,017	79%
Group Purchases ^A	\$ (3,322)	\$ (52,719)	\$ -	\$ 52,719	
Office Supplies and Equipment	\$ 1,180	\$ 2,094	\$ 4,500	\$ 2,406	47%
Official Business	\$ 20	\$ 3,313	\$ 7,500	\$ 4,187	44%
Personnel including Tech Support ^A	\$ 36,096	\$ 199,850	\$ 356,538	\$ 156,688	56%
Rent	\$ -	\$ 12,600	\$ 16,800	\$ 4,200	75%
Telecom: Members ^A	\$ (250)	\$ 19,247	\$ -	\$ (19,247)	
Telecom:PALS Plus	\$ 2,342	\$ 5,169	\$ 7,584	\$ 2,415	68%
Expenses	\$ 43,764	\$ 307,649	\$ 662,985	\$ 355,336	46%
Contingency Expenses	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
Total Budgeted Expenses	\$ 43,764	\$ 307,649	\$ 667,985	\$ 360,336	46%

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

12:41 PM

09/12/17

Accrual Basis

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

	Aug 31, 17	Aug 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	254,336.70	103,625.08	150,711.62	145.4%
10250 · VNB ACH Acct [8040]	1,745.72	12,041.33	-10,295.61	-85.5%
10300 · PALS Plus NJ Cash Management	77,134.24	76,642.72	491.52	0.6%
10350 · VNB Money Market Acct	32,136.39	52,042.99	-19,906.60	-38.3%
10400 · Petty	0.00	14.39	-14.39	-100.0%
Total Checking/Savings	365,353.05	244,366.51	120,986.54	49.5%
Accounts Receivable				
11100 · PALS Plus Member Invoices	127,953.82	69,263.35	58,690.47	84.7%
Total Accounts Receivable	127,953.82	69,263.35	58,690.47	84.7%
Total Current Assets	493,306.87	313,629.86	179,677.01	57.3%
Fixed Assets				
12600 · Acc Dep Computer Equipment & So	-1,272,251.62	-1,258,480.62	-13,771.00	-1.1%
12700 · Acc Dep Leasehold Improvements	-1,525.00	-1,525.00	0.00	0.0%
12800 · Computer Equipment/Software	1,294,341.21	1,280,972.98	13,368.23	1.0%
12900 · Leasehold Improvements	4,109.00	4,109.00	0.00	0.0%
Total Fixed Assets	24,673.59	25,076.36	-402.77	-1.6%
TOTAL ASSETS	517,980.46	338,706.22	179,274.24	52.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-5,420.60	4,972.61	-10,393.21	-209.0%
Total Accounts Payable	-5,420.60	4,972.61	-10,393.21	-209.0%
Total Current Liabilities	-5,420.60	4,972.61	-10,393.21	-209.0%
Total Liabilities	-5,420.60	4,972.61	-10,393.21	-209.0%
Equity				
30000 · Opening Balance Equity	145,997.66	145,997.66	0.00	0.0%
32000 · Retained Earnings	134,119.44	224,511.36	-90,391.92	-40.3%
Net Income	243,283.96	-36,775.41	280,059.37	761.5%
Total Equity	523,401.06	333,733.61	189,667.45	56.8%
TOTAL LIABILITIES & EQUITY	517,980.46	338,706.22	179,274.24	52.9%

Executive Director's Report – August 2017

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

September 5, 2017 marked the end of the Great Library Road Trip Contest and, as of writing, over 125 maps have been returned to the PALS Plus office with more on the way. It's difficult to predict the level of response an event such as this will receive, so I've been excited to hear the wonderful stories from our libraries: the gentleman who created a route of our libraries and planned to bicycle his way to all of them in one day and the teacher who visited all the libraries, but chose to keep the map so that she could share her adventure with her students on the first day of school are two that quickly come to mind. Our goal of promoting our libraries and the historic landmarks and parks of Passaic County was certainly met. Kudos to the PALS Plus Public Relations committee for creating a top-notch library event. I can't wait to see what is in the works for next summer.

Back to school

It's back to school time for students and PALS Plus library staff. Spanning the weeks of September 25 – November 27, 2017, Carla will present a series of webinars on targeted ways that member libraries can utilize BLUECloud Analytics to assist in cleaning up the item database, including call numbers, mislinked barcodes, item locations no longer being used, lost items, and ILL discards. A cumulative in-person training session will be offered in December for staff that may not have been able to attend the webinars or simply learn best in a class room setting. Each webinar will be offered twice in a given week with two-week's time between topics to allow for staff to tackle each topic. A detailed announcement will go out the week of September 18, 2017.

We will also be holding our annual Trustee Ed meeting on either Saturday, October 28, 2017 or Saturday, November 4, 2017. The program is still under development, but will likely focus on current library trends (including the value of being in a consortium) and invited speakers presenting interesting and innovative alternative sources of funding.

Budget

The proposed 2018 PALS Plus budget to be introduced and discussed at our membership meeting is enclosed in this packet. As with last year's proposal, a detailed budget narrative is also enclosed. As the budget is not voted on until the October General Membership meeting, there is ample time to make adjustments.

Committees

Upcoming meeting dates:

PALS Plus Public Relations Committee: September 19, 2017 at 10 AM – Location: Clifton

PALS Plus Circulation Committee: September 20, 2017 – Location: Clifton

PALS Plus Policy Committee: September 21, 2017 at 10 AM – Location: Clifton

PALS Plus Technical Services Committee: October 11, 2017 at 10 PM – Location: Pompton Lakes

PALS Plus Information Management Committee: October 12, 2017 at 2:15 PM – Location: Clifton

PALS Plus Circulation Committee: October 18, 2017 – Location: Clifton

PALS Plus Youth Services Committee: October 23, 2017 – Location: Totowa

PALS Plus Information Management Committee: September 7, 2017 at 2:15 PM – Location: Clifton

PALS Plus Staff Vacations & Conferences

Jim Dwyer – September 21-22, 2017

Luca Manna - September 25 – 26, 2017 (Futures Conference)

Eli Cardona – September 29 – October 2, 2017

Proposed 2018 PALS Plus Budget

Proposed 2018 Budget

INCOME		2018	2017
Assessment		\$ 614,363	\$ 577,985
Passaic County Contribution		\$ 70,000	\$ 70,000
Operating Income		\$ 684,363	\$ 647,985
Applied from Reserves			\$ 20,000
Operating Income Plus Reserves Applied		\$ 684,363	\$ 667,985
Total Income		\$ 684,363	\$ 667,985
EXPENSES			
Advocacy and Public Relations		\$ 3,050	\$ 3,750
Capital Expenses		\$ 28,705	\$ 25,000
Contracts and Subscriptions		\$ 172,905	\$ 172,888
Digital Collections		\$ 59,000	\$ 59,000
Fee for Services		\$ 10,200	\$ 9,425
Office Supplies and Equipment		\$ 3,700	\$ 4,500
Official Business		\$ 7,500	\$ 7,500
Personnel		\$ 368,803	\$ 356,538
Rent		\$ 16,800	\$ 16,800
Telecommunications		\$ 8,700	\$ 7,584
Operating Expenses		\$ 679,363	\$ 662,985
Contingency Expenses		\$ 5,000	\$ 5,000
Total Expenses		\$ 684,363	\$ 667,985

Detailed Budget Narrative

Advocacy and Public Relations

Line items in the **Advocacy and Public Relations** category are intended for products and initiatives designed to increase the awareness of and promote the services of PALS Plus libraries.

	2017	2018
Banner	\$ 200	\$0
Printing	\$ 2,000	\$ 1,500
County Fair	\$ 500	\$ 500
OB Stickers	\$ 0	\$ 0
PR for Services	\$ 50	\$ 50
Summer at PALS Plus initiative (Great ... Road Trip)	\$ 500	\$ 500
Trustee Seminar	\$ 500	\$ 500
Total	\$ 3,750	\$ 3,050

Capital Expenses

Early in 2017, we began the process of ensuring that proper storage and memory levels required to maintain a stable technical infrastructure were in place. In order to meet this mark, network equipment was financed through Dell at a cost of approximately \$ 2,035 per month. The terms are for three (3) years and the 2018 Dell Lease line item reflects those costs for 12 months. Additionally, three pieces of equipment have reached end-of-life and need replacement: a Firewall VPN, and two UPS Battery replacements. All three acquisitions are E-Rate eligible and their final costs are reflected in their respective line items.

	2017	2018
Dell Financing	\$25,000	\$ 27,000
Firewall VPN (\$ 4,275 before E-Rate credit)		\$ 855
UPS Battery Replacement (\$ 4,250 before E-Rate credit)		\$ 850
Total	\$ 25,000	\$ 28,705

Contracts and Subscriptions

There are over 20 individual contracts and subscriptions which support the many services provided by PALS Plus. Included in these costs are SirsiDynix, Track-It!, OCLC, EnvisionWare, Kaspersky, internet filtering, Baker & Taylor subscriptions, hardware maintenance and more.

Our contract with SirsiDynix ended in February of 2017. This provided us the opportunity to reassess our suite of products and services we licensed and, if possible, streamline our portfolio. Additionally, this also afforded us the opportunity to negotiate for a lower annual percentage increase for a 5-year term. We were successful in both and lowered our annual SirsiDynix costs. The savings permitted us to add ERC for hoopla (integrating the hoopla content into our catalog search results) into our portfolio and still be under the anticipated 2017 SirsiDynix maintenance costs.

To simplify the line items, annual maintenance costs for all equipment have been entered in the single Hardware Maintenance line item. The increase from 2017 is for maintenance expenses on the new equipment acquired early in 2017 to sustain our network infrastructure.

	2017	2018
Adobe Connect	\$ 500	\$ 500
B&T TS3 Subscription	\$ 16,110	\$ 17,110
Cataloging Subscriptions	\$ 10,000	\$ 10,000
Envisionware	\$ 7,500	\$ 7,500
Hardware Maintenance	\$ 2,847	\$ 6,725
FTP Service	\$ 50	\$ 50
GoTo Meeting	\$ 50	\$ 50
Internet Filtering	\$ 5,500	\$ 5,525
Kaspersky	\$ 200	\$ 200
Numara Track-It!	\$ 550	\$ 550
PALS Plus & OB Website domains	\$ 50	\$ 50
Phone filtering	\$ 40	\$ 40
Rapid Recovery	\$ 1,000	\$ 1,800
SirsiDynix	\$ 127,490	\$ 121,355
Visual Studio (2-year subscription)		\$ 450
Web certificate	\$ 1,000	\$ 1,000
Total	\$ 172,887	\$ 172,905

Digital Collections

There is no change to this budget line from 2017. The platform costs for each service (\$ 5,000 for OverDrive and \$ 17,500 for RB Digital) are included in their respective line items, the remaining \$ 36,500 is for content.

	2017	2018
OverDrive	\$ 39,000	\$ 39,000
RB Digital	\$ 20,000	\$ 20,000
Total	\$ 59,000	\$ 59,000

Fee for Service

These are general fees for services such as payroll, legal representation, insurance, tax preparation and filing, and other business related expenses. Early in 2017, we increased coverage on our Business Owner's insurance to ensure that our equipment was fully covered in case of catastrophe.

	2017	2018
Legal	\$ 2,000	\$ 2,000
Tax preparation	\$ 3,300	\$ 3,300
Payroll	\$ 1,600	\$ 1,600
Small business insurance	\$ 1,750	\$ 1,800
D&O Insurance	\$ 1,000	\$ 1,000
Web site development	\$ 500	\$ 500
Total	\$ 10,150	\$ 10,200

Office Supplies and Equipment

These are costs associated with the purchase and maintenance of office equipment and furnishings not considered capital expenditures. Replacement of a staff computer in 2017 lowers the anticipated expenses of 2018.

	2017	2018
Printer repair and supplies	\$ 850	\$ 850
Electronics (incl. staff PCs)	\$ 3,250	\$ 2,500
Office supplies	\$ 250	\$ 250
Postage, shipping	\$ 100	\$ 100
Total	\$ 4,450	\$ 3,700

Official Business

These are costs associated with travel, meetings, conferences, and training opportunities for PALS Plus staff.

	2017	2018
Professional development	\$ 4,850	\$ 4,850
Mileage reimbursement for support	\$ 1,800	\$ 1,800
PALS Plus meetings	\$ 750	\$ 750
NJLA fees	\$ 100	\$ 100
Total	\$ 7,500	\$ 7,500

Personnel

Personnel costs include salary and benefits. As per the NJLA recommendations, I am proposing a 2% salary increase in 2018 for PALS Plus staff.

	2017	2018
Total Gross Wages including benefits	\$ 356,538	\$ 368,803

Rent

There are no changes to the Rent budget line for 2018. Our current lease expires in 2022.

	2017	2018
Rent	\$ 16,800	\$ 16,800

Telecommunication

The Telecommunication budget lines are comprised of internet and telephone expenses and account for changes made to telephone plans during 2017. These Office Phones and Wireless expenses account for the phasing out of E-Rate reimbursement for those services expected through FY2018.

	2017	2018
Verizon Internet Access	\$ 4,740	\$ 4,800
Office Phones	\$ 1,740	\$ 1,600
Wireless	\$ 2,400	\$ 2,300
Total	\$ 8,880	\$ 8,700

Contingency

While every effort has been made to account for all projected 2018 expenses, the amount in Contingency Expenses would lessen the impact on other budget lines in the case of unanticipated costs.

	2017	2018
Contingency Expenses	\$ 5,000	\$ 5,000