

**PALS Plus General Membership Meeting
October 26, 2017
Ringwood Public Library - 10:15 a.m.**

AGENDA

Business Meeting

Sunshine Law

Call to order

Approval of the minutes of the September 28, 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

- Approval of the 2018 budget for PALS Plus
- Board Elections

Announcements

Adjournment

Next Scheduled General Membership Meeting - Thursday, March 29, 2018, location TBD.

**PALS Plus General Membership Meeting
September 28, 2017
West Milford Township 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 10:24 a.m. by President Jody Treadway (Wayne) at West Milford Township Library. In attendance were Patti Perugino (Bloomington), Gillian Buonanno (Wanaque), Justine Tomczak (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), Ricardo Pino (West Milford), Catherine Adair-Williams (Verona), Anne Krautheim (Totowa), Mibong La (Passaic County Community College), Tara Morstatt (Totowa), Catherine Wolverton (Cedar Grove) and Luca Manna (PALS Plus). Caldwell and Woodland Park were not represented.

Approval of the minutes of the April 27, 2017 meeting

Mr. Pino made a motion to approve the minutes of the April 27, 2017 meeting. Ms. Czesak seconded the motion. The minutes were approved unanimously. Ms. Tomczak and Ms. Krautheim abstained.

Public Petitions and Requests

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

President's Report— Jody Treadway

- Ms. Treadway announced that we will be drawing the name of the winner of the Great Library Road Trip Contest. There were over 190 maps returned, accounting for over 1,300 visits to PALS Plus libraries because of the event. Five to six patrons visited all of the libraries and one visited all of them in one day.
- The PALS Plus Committees remain active. Most committees are meeting monthly if not quarterly. Thank you to all the directors who allow staff to spend time working with committees. This is what makes consortia work.
- Ms. Treadway hopes staff takes advantage of the webinars administered by Carla.

Treasurer's Report—Christine Pelchat-Miller

Ms. Pelchat-Miller reviewed the balance sheet and budget vs. actual income for August and stated that PALS Plus is in a good position for this time of year. Mr. Manna noted that he will be

using stories from the Great Library Road Trip Contest in the letter which will be going out to the Passaic County Freeholders very soon. Mr. Pino made a motion to approve the treasurer's report. Ms. Bedder seconded the motion. The treasurer's report was approved unanimously.

Executive Director's Report—Luca Manna

- Mr. Manna is very happy that the Great Library Road Trip Contest was such a huge success. The objective was met, promoting the libraries in the consortium as well as the historic landmarks and parks in Passaic County. The committee worked together with a focused effort resulting in great success. We hope to outdo it next year. This wraps up a great end to the summer.
- The first of several PALS Plus back to school webinars was presented this week by Carla. The series will include 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 also be offered in December for staff that is unable to attend the webinars.
- The annual Trustee Education event will be held on November 4th at Wayne Public Library, doors open at 9:30 a.m. Alternate sources of funding will be the focus.

Committee Reports

- Policy Committee met to discuss feedback received regarding fines and will be developing a pilot program with North Haledon and Cedar Grove. Data points and information to collect was discussed.
- Ms. Czesak reiterated that if a member would like to identify an item offered only to the patrons of your library such as limited borrowing, hotspots or museum passes, it needs to come to the Policy Committee for approval.
- Public Relations Committee was impressed by the response to the Great Library Road Trip Contest and will regroup shortly to begin planning for next year's contest.
- Information Management Committee thanked the members for responding to their survey. They have identified a good replacement for the wiki and will be testing it.
- The Circulation Committee will hold their annual Circulation Summit on November 16th at Fairfield Public Library.

Old Business – There is no old business.

New Business

- Mr. Manna introduced the 2018 PALS Plus budget. He went through each line item, identifying the purpose of each and explaining the increase or decrease for each one.

Announcements

- Ms. Colombo announced that there are many book club kits circulating and more are added all the time. They are located in the PALS Plus catalog.
- Ms. Treadway announced that Wayne Public Library received a grant and will be showing several films relating to the Vietnam War Series. Also, one week after Veteran's Day, a Veteran's History Project will be displayed from the Library of Congress.

Adjournment – Mr. Pino made a motion to adjourn the meeting. Ms. Czesak seconded the motion. The meeting was adjourned at 11:55 p.m.

The membership meeting was followed by a presentation on Collection HQ by Brendan Pearce.

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

PALS Plus

2017 PALS PLUS BUDGET VS ACTUAL	September	YTD	Budget	Balance	
INCOME					
Assessment	\$ 27,876	\$ 458,517	\$ 577,985	\$ (119,468)	79%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Associate Member Dues	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ 66	\$ 451	\$ -	\$ 451	
Other Income	\$ -		\$ -	\$ -	
Applied from Reserves	\$ -	\$ 19,929	\$ 20,000	\$ (71)	
Total Budgeted Income	\$ 27,942	\$ 478,897	\$ 667,985	\$ (189,088)	72%
EXPENSES					
Advocacy and Public Relations	\$ -	\$ 286	\$ 3,750	\$ 3,464	8%
Capital Expenses	\$ 2,034	\$ 652	\$ 25,000	\$ 24,348	3%
Contracts and Subscriptions	\$ 126,269	\$ 160,234	\$ 172,888	\$ 12,654	93%
Digital Collections	\$ -	\$ 45,650	\$ 59,000	\$ 13,350	77%
Fee for Service	\$ 129	\$ 7,537	\$ 9,425	\$ 1,888	80%
Group Purchases ^A	\$ 838	\$ (51,881)	\$ -	\$ 51,881	
Office Supplies and Equipment	\$ -	\$ 2,094	\$ 4,500	\$ 2,406	47%
Official Business	\$ 109	\$ 3,422	\$ 7,500	\$ 4,078	46%
Personnel including Tech Support ^A	\$ 25,032	\$ 223,187	\$ 356,538	\$ 133,351	63%
Rent	\$ -	\$ 12,600	\$ 16,800	\$ 4,200	75%
Telecom: Members ^A	\$ 1,825	\$ 21,072	\$ -	\$ (21,072)	
Telecom:PALS Plus	\$ 2,246	\$ 7,415	\$ 7,584	\$ 169	98%
Expenses	\$ 155,819	\$ 463,077	\$ 662,985	\$ 199,908	70%
Contingency Expenses	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
Total Budgeted Expenses	\$ 155,819	\$ 463,077	\$ 667,985	\$ 204,908	69%

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

1:46 PM

10/12/17

Accrual Basis

PALS Plus, Inc.
Balance Sheet Prev Year Comparison
As of September 30, 2017

	Sep 30, 17	Sep 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	123,759.97	112,183.39	11,576.58	10.3%
10250 · VNB ACH Acct [8040]	1,716.24	1,390.34	325.90	23.4%
10300 · PALS Plus NJ Cash Management	77,198.54	76,670.88	527.66	0.7%
10350 · VNB Money Market Acct	32,137.80	52,044.99	-19,907.19	-38.3%
10400 · Petty	0.00	14.39	-14.39	-100.0%
Total Checking/Savings	234,812.55	242,303.99	-7,491.44	-3.1%
Accounts Receivable				
11100 · PALS Plus Member Invoices	96,164.16	28,788.81	67,375.35	234.0%
Total Accounts Receivable	96,164.16	28,788.81	67,375.35	234.0%
Total Current Assets	330,976.71	271,092.80	59,883.91	22.1%
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	355,650.30	296,169.16	59,481.14	20.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	17,768.08	47,426.88	-29,658.80	-62.5%
Total Accounts Payable	17,768.08	47,426.88	-29,658.80	-62.5%
Total Current Liabilities	17,768.08	47,426.88	-29,658.80	-62.5%
Total Liabilities	17,768.08	47,426.88	-29,658.80	-62.5%
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	57,765.12	-121,766.74	179,531.86	147.4%
Total Equity	337,882.22	248,742.28	89,139.94	35.8%
TOTAL LIABILITIES & EQUITY	355,650.30	296,169.16	59,481.14	20.1%

Executive Director's Report – October 2017

Compliance

Ensuring that PALS Plus is compliant with federal and state regulations is of tantamount importance. Working through the various levels and needs of compliance and identifying our status has been and will be my primary focus in the coming weeks. I am quite confident that we are a healthy and stable organization, but as with any entity that has existed for as long as ours (entering our 26th year!) it's good to do a little housekeeping.

Catalog clean-up

As of writing, the first in a series of four webinars focused on database cleanup has been held. The webinars were attended by 16 people representing 10 libraries. The feedback has been positive, with particular appreciation for the duration; at under 30-minutes, they can fit nicely into the work-day and can easily be reviewed if necessary. The next webinars in the series are:

Mislinked Barcodes – October 17, 2017 at 10:30 AM & October 19, 2017 at 1:30 PM

ILL Discards – October 31, 2017 at 10:30 AM & November 2, 2017 @ 1:30 PM

Item Collection Counts – November 14, 2017 at 10:30 AM & November 16, 2017 @ 1:30 PM

We're currently identifying other topics for future webinars such as a refresher on creating Juliusf records, reinforcing minimum standards, identifying outstanding or cancelled orders, and more. If you think that there is a topic ideal for a 30-minute or less webinar treatment, please share. We want to continue conducting webinars on a multitude of topics for as long as there is a need.

Trustee Ed

PALS Plus will host a Trustee Education event on Saturday, November 4, 2017 at the Wayne Public Library. Sign in begins at 9:30 AM with a start time of 10 AM. This year, our guest speakers will be Sandie Sternberg, President of the Friends of the Wayne Public Library and Michael Stewart, Co-President of the Caldwell Public Library Foundation. They will discuss their efforts in identifying alternate sources of funding for their libraries.

Circulation Summit

The PALS Plus Circulation Committee will be hosting a Circulation Summit on the morning of Thursday, November 16, 2017 at the Fairfield Public Library. We will once again pass on hosting formal presentations, but will facilitate a discussion on various issues. There will be an agenda, but structured much like a town-hall meeting, the focus will be to share information and opinions on library matters that impact circulation processes.

Meetings & Events

Upcoming meeting dates:

PALS Plus Public Relations Committee	October 17, 2017	Totowa Public Library
PALS Plus Circulation Committee	October 18, 2017	Clifton Public Library
PALS Plus Youth Services Committee	October 23, 2017	Totowa Public Library
PALS Plus Membership Meeting	October 26, 2017	Ringwood Public Library
PALS Plus Trustee Education	November 4, 2017	Wayne Public Library
PALS Plus Technical Services Committee	November 8, 2017	Totowa Public Library
PALS Plus Circulation Summit	November 16, 2017	Fairfield Public Library
PALS Plus Youth Services Committee	November 27, 2017	Totowa Public Library
PALS Plus Executive Board Meeting	November 30, 2017	Clifton Public Library

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

Please refer to the 2018 Detailed Budget Narrative, distributed in the September 2018 General Membership Meeting packet, for a detailed description of each budget line item.