292 Piaget Avenue, Clifton, New Jersey 07011

PALS Plus Executive Board Meeting
April 26, 2018 at 10:15 a.m.
Clifton Public Library

AGENDA

Call to order

Approval of the minutes of February 22, 2018 regular Executive Board meeting

Public Petitions and Requests

President's Report—Jody Treadway

Correspondence

Treasurer's Report—Ricardo Pino

Executive Director's Report—Luca Manna

Committee Reports

Old Business

- Delivery update

New Business

- Policy for DVD Series

- Policy for renewal block based on fines and number of items checked out

- Policy on defining and purging of inactive users

Announcements

Adjournment

Next meeting:
General Membership Meeting
Thursday, May 24, 2018 at 10:15 a.m. at Clifton Public Library

PALS Plus Executive Board Meeting
February 22, 2018 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 10:15 a.m. by President Jody Treadway (Wayne) at the Clifton Public Library. In attendance were Executive Board members Justine Tomczak (Clifton), Ricardo Pino (West Milford), Brianne Colombo (Fairfield), Claudine Pascale (Caldwell), and Cheryl Ashley (Verona). Also in attendance was Luca Manna (PALS). The members present constituted a quorum.

Approval of the minutes of January 25, 2017 regular Executive Board meeting
Mr. Pino made a motion to approve the minutes from the Executive Board meeting on January 25, 2018. Ms. Pascale seconded the motion. The minutes were approved unanimously.

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. Mr. Pino made a motion to close the public portion of the meeting. The session was closed.

President's Report—Jody Treadway
- Ms. Treadway stated that delivery is getting better.
- Ms. Treadway declared that we are on good footing for this time of year having heard very few complaints. She is looking forward to another good year like the last one.

Correspondence – Mr. Manna received a phone call from BCCLS two weeks ago in regards to delivery that will be discussed in the new business section of the meeting.

Treasurer's Report—Ricardo Pino
- Mr. Pino reviewed the balance sheet and budget vs. actual income for January and stated that PALS Plus is relatively on track for this time of year and there is nothing out of the ordinary. He inquired about the audit. Mr. Manna briefly spoke about the audit, stating that he was pleased with our auditor, Robert McNinch, of FWCC. Year-to-year surplus identification and equipment line items were discussed.
- Ms. Pascale made a motion to accept the treasurer's report and Ms. Colombo seconded the motion. The treasurer's report was approved unanimously.

Executive Director's Report—Luca Manna
- Mr. Manna stated that the data has been sent to the membership to aid in completing the annual state library survey.
- Robert McNinch of FWCC performed the audit this past week. Although we are on track with many of our procedures, he did discover that the fixed assets line will need be reviewed

to ascertain an accurate figure. We submitted a current list of equipment to Mr. McNinch. He also provided us with guidance and tips on how maximize the efficiency of some tasks in QuickBooks.

- John Duff of Baker & Taylor, will be offering a training session with a question and answer period on Title Source 360 on Tuesday, March 27th at Clifton Public Library. Registration will take place in the beginning of March.
- Carla is working on developing training in the spring for brief (Juliusf) records, correct use of |z (pipeline z) in call numbers. Please let us know if there are any other ideas for training that would benefit the membership.

Committee Reports
- The Policy Committee met and discussed fines, default prices of materials and developing email policy for consortium. The next meeting will be in March.

Old Business - There was no old business.

New Business
- A lively discussion took place regarding all of the current issues related to delivery. At this point the backlog has been sorted. The RFP process has begun and a new vendor will begin on May 21st. Mr. Manna has generated a list of pending transits likely lost of over 1,000 materials and will forward them to the members.

Announcements
- Caldwell will feature a program on fake news, political satire.
- Fairfield staff has gotten training (ALICE training) to prepare for an active shooter situation. Contact your local police department if you are interested.

Adjournment – Mr. Pino made a motion to adjourn the meeting. Ms. Pascale seconded the motion. The meeting was adjourned at 11:20 a.m.

Next meeting:
Executive Board Meeting
Thursday, April 26, 2018 at 10:15 a.m. at Clifton Public Library

PALS Plus

2018 PALS PLUS BUDGET VS ACTUAL	March	YTD	Budget	Balance	
INCOME					
Assessment	$ 90,144	$ 290,434	$ 614,363	$ (323,929)	47%
Capital Income	$ -	$ -	$ -	$ -	
Passaic County Contribution	$ -	$ -	$ 70,000	$ (70,000)	0%
Interest Income	$ 103	$ 274	$ -	$ 274	
Other Income	$ -	$ -	$ -	$ -	
Applied from Reserves	$ -	$ -	$ -	$ -	
Total Budgeted Income	**$ 90,247**	**$ 290,708**	**$ 684,363**	**$ (393,655)**	**42%**
EXPENSES					
Advocacy and Public Relations	$ -	$ 38	$ 3,050	$ 3,012	1%
Capital Expenses	$ 2,034	$ 6,101	$ 28,705	$ 22,604	21%
Contracts and Subscriptions	$ 447	$ 8,687	$ 172,905	$ 164,218	5%
Digital Collections	$ 19,682	$ 52,885	$ 59,000	$ 6,115	90%
Fee for Service	$ 129	$ 1,463	$ 10,200	$ 8,737	14%
Group Purchases[A]	$ 3,500	$ 14,607	$ -	$ (14,607)	
Office Supplies and Equipment	$ 3	$ 262	$ 3,700	$ 3,438	7%
Official Business	$ 772	$ 810	$ 7,500	$ 6,690	11%
Personnel including Tech Support[A]	$ 36,024	$ 81,047	$ 368,803	$ 287,756	22%
Rent	$ -	$ 4,200	$ 16,800	$ 12,600	25%
Telecom: Members[A]	$ 2,364	$ 6,865	$ -	$ (6,865)	
Telecom:PALS Plus	$ 2,140	$ 1,382	$ 8,700	$ 7,318	16%
Expenses	**$ 61,231**	**$ 156,875**	**$ 679,363**	**$ 522,488**	**23%**
Contingency Expenses	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**	**0%**
Total Budgeted Expenses	**$ 61,231**	**$ 156,875**	**$ 684,363**	**$ 527,488**	**23%**

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

PALS Plus, Inc.
Balance Sheet Prev Year Comparison
As of March 31, 2018

	Mar 31, 18	Mar 31, 17	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	241,726.02	226,692.13	15,033.89	6.6%
10250 · VNB ACH Acct [8040]	2,081.76	1,350.01	731.75	54.2%
10300 · PALS Plus NJ Cash Management	77,684.36	76,871.64	812.72	1.1%
10350 · VNB Money Market Acct	32,145.76	32,131.07	14.69	0.1%
Total Checking/Savings	353,637.90	337,044.85	16,593.05	4.9%
Accounts Receivable				
11100 · PALS Plus Member Invoices	58,994.46	41,651.30	17,343.16	41.6%
Total Accounts Receivable	58,994.46	41,651.30	17,343.16	41.6%
Total Current Assets	412,632.36	378,696.15	33,936.21	9.0%
Fixed Assets				
12600 · Acc Dep Computer Equipment & So	-1,272,251.62	-1,272,251.62	0.00	0.0%
12700 · Acc Dep Leasehold Improvements	-1,525.00	-1,525.00	0.00	0.0%
12800 · Computer Equipment/Software	1,294,341.21	1,294,341.21	0.00	0.0%
12900 · Leasehold Improvements	4,109.00	4,109.00	0.00	0.0%
Total Fixed Assets	24,673.59	24,673.59	0.00	0.0%
TOTAL ASSETS	437,305.95	403,369.74	33,936.21	8.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	123,571.34	-18,661.80	142,233.14	762.2%
Total Accounts Payable	123,571.34	-18,661.80	142,233.14	762.2%
Total Current Liabilities	123,571.34	-18,661.80	142,233.14	762.2%
Total Liabilities	123,571.34	-18,661.80	142,233.14	762.2%
Equity				
30000 · Opening Balance Equity	145,997.66	145,997.66	0.00	0.0%
32000 · Retained Earnings	200,555.33	134,119.44	66,435.89	49.5%
Net Income	-32,818.38	141,914.44	-174,732.82	-123.1%
Total Equity	313,734.61	422,031.54	-108,296.93	-25.7%
TOTAL LIABILITIES & EQUITY	437,305.95	403,369.74	33,936.21	8.4%

Executive Director's Report – April 2018

COSUGI

I attended the annual COSUGI (Customers of SirsiDynix Users Group, Inc.) conference in Atlanta from April 14 – 18, 2018. As expected, the conference is a blend of sales pitches, the sharing of experience using various tools, and war stories. In all, an informative 4 days. Here are some takeaways:

BLUECloud – BLUECloud is SD's foray into a web client. A common sentiment among participants, especially at the director level, was the need for an explanation as to why the development of BLUECloud, particularly the circulation and cataloging modules, has been lethargic. In response, SD committed to adding resources to developing the BLUECloud circulation and cataloging modules.

Enterprise – I was particularly interested in learning more about how libraries and consortia have taken advantage of the customization capabilities in Enterprise. What became evident early on and greatly enforced as the conference progressed and I attended more sessions on this topic, was that this work was being done by staff specialized in advanced web development and intimate knowledge of javascript and jQuery. The valuable takeaway is that, yes, customization is possible, but it may require seeking assistance from third party or SD's consultants. Upon upgrading our production environment, we will then enter the upgrade queue to the latest iteration of Enterprise. At that point, we will convene the Enterprise Task Force to explore the possibilities

Credit Card payments – My other area of focus for this conference was in identifying credit card payment solutions. I spoke to several vendors with whom I'll be having further discussions as we move closer to presenting options. Expect a survey to be sent to each library in the coming weeks gaging interest and asking for information on any local municipality restriction on accepting credit cards.

Overall, the one-on-one with executives and networking opportunities a conference such as this provides is invaluable.

Fines

On April 1, North Haledon, our beta site, began not charging fines for overdue materials and we are now gathering statistics. We are very early in this process, but expect updates as data is gathered and analyzed.

WorkFlows Upgrade to 3.5.2

We have completed the testing of basic functionalities (such as circulation, cataloging, etc.). Our next stage is to text reporting and notifications. Once we are sure that all is working as expected, we will introduce an upgrade schedule. Barring any unexpected issues, we anticipate the upgrades to take place early to mid-May.

Guerilla Story Time Workshop

The PALS Plus Youth Services Committee will be hosting a Guerilla Story Time workshop on Monday, May 14th, 2018 at 10 AM at the Totowa Public Library. It would be wonderful if the workshop could be attended by at least one representative from each library.

Upcoming Events

Event	Location	Date	Time
Youth Services Committee	Totowa	Monday, April 23, 2018	10 AM
Executive Board Meeting	Clifton	Thursday, April 26, 2018	10 AM
Public Relations Committee		Thursday, May 3, 2018	10 AM
Information Management Committee	Clifton	Thursday, May 3, 2018	2:15 PM
Circulation Committee	Bloomingdale	Thursday, May 10, 2018	10 AM
Technical Services Committee	Cedar Grove	Wednesday, May 16, 2018	10 AM
Guerilla Storytime Workshop	Totowa	Monday, May 14, 2018	10 AM
General Membership Meeting	Clifton	Thursday, May 24, 2018	10 AM