

**PALS Plus Executive Board Meeting
June 28, 2018 at 10:15 a.m.
Clifton Public Library**

AGENDA

Call to order

Approval of the minutes of April 26, 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

Announcements

Adjournment

Next meeting:

Executive Board Meeting

Thursday, July 26, 2018 at 10:15 a.m. at Clifton Public Library

**PALS Plus Executive Board Meeting
April 26, 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 10:16 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 Patti Perugino (Ringwood). Also in attendance was Luca Manna (PALS). The members present constituted a quorum.

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

Mr. Pino made a motion to approve the minutes from the Executive Board meeting on February 22, 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 was one member of the public in attendance, Michelle Tomczak. Mr. Pino made a motion to close the public portion of the meeting. The session was closed.

President's Report—Jody Treadway

- Ms. Treadway brought the most recent LibraryLinkNJ delivery email to everyone's attention and stated that the transition will be happening sooner than anticipated. Hopefully it will be smoother than it was last time.
- Ms. Treadway is anticipating change and is curious to know the extent of it. In fact, a staff member had heard at a meeting that libraries will be expected to pay for their own bags and bins in the future. Schedules may also change.
- Registration is now open online for the LibraryLinkNJ Spring Membership Meeting on June 13. Meeting location is Forsgate Country Club, Monroe Township (Middlesex County).
- Thank you to the directors for allowing your staff the time to participate in the PALS Plus committees.

Correspondence – There was no correspondence.

Treasurer's Report—Ricardo Pino

- Mr. Pino declared that the report is status quo and that it is good to see 42% of assessment was received in the first quarter and that funds are available. SirsiDynix was paid in April which will be reflected in next month's Budget vs Actual and Balance Sheet.
- Ms. Pascale made a motion to approve the Treasurer's Report. Ms. Colombo seconded the motion. The Treasurer's Report was approved unanimously.

Executive Director's Report—Luca Manna

- **COSUGI** – Mr. Manna attended the annual COSUGI conference in April and reported on the following topics:
 - BlueCloud development has been lethargic and that was questioned by most at the conference. SirsiDynix committed to adding resources to developing the BLUECloud circulation and cataloging models.
 - Enterprise – Mr. Manna learned that customization is possible but may require assistance from a 3rd party consultant or done by SirsiDynix at a cost. Upon upgrading our production environment, we will then enter the upgrade queue to the latest iteration of Enterprise and convene the Enterprise Task Force to explore possibilities at that time.
 - Credit Card Payments – Mr. Manna explored credit card payment solutions by speaking to vendors. He plans on sending a survey to gauge interest and ask about local municipality restriction on accepting credit cards and also presenting options at a director's lunch or through a webinar.
- **Fines** – On April 1st North Haledon, our beta site, began not charging fines for overdue materials and we are now gathering statistics.
- **WorkFlows Upgrade to 3.5.2** – Mr. Manna and staff are working scheduling the upgrade with SirsiDynix. A mid-May upgrade is expected.

Committee Reports – There were no committee reports.

Old Business

- **Delivery update** – The contract with T-Force was signed 3 days ago and there is no new information at this time. The bid process will begin again in the fall when the contract expires at the end of 2018.

New Business

- **Policy for DVD Series** – The PALS Plus Circulation Committee recommends that a series of item types be created specifically designated for use with television series with a 14-day loan period. They also recommend that a policy be created requiring all DVD seasons to circulate under one barcode. Mr. Pino made a motion to pass this policy along to the general membership. Ms. Colombo seconded the motion. The motion passed unanimously.
- **Policy for renewal block based on fines and number of items checked out** – Mr. Pino made a motion to allow renewals regardless of amount owed with a cap of \$10 pending Q/A analysis of the executive director of PALS Plus. Ms. Treadway seconded the motion. The motion passed unanimously.
- **Policy on defining and purging of inactive patrons** – Mr. Pino made a motion to change policy to purge inactive user records after 5 years (changed from 3 years) from the system if outstanding fines are less than \$5. Ms. Colombo seconded the motion. The motion passed unanimously.

Announcements

- Caldwell Public Library will host a wine tasting by “Bob the Wine Guy” on May 3rd from 7 to 9 p.m.
- PALS Plus will be revamping its personnel manual this year. A personnel committee will be formed. Ms. Colombo and Ms. Perugino volunteered for the committee.
- Ms. Treadway announced that a virtual tour of the library was produced by “Images by Rick”. It is now on the website.

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

Next meeting:

PALS Plus Executive Board Meeting

June 28, 2018 at 10:15 a.m. at Clifton Public Library

PALS Plus

2018 PALS PLUS BUDGET VS ACTUAL

	May	YTD	Budget	Balance	
INCOME					
Assessment	\$ 46,256	\$ 351,080	\$ 614,363	\$ (263,283)	57%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Interest Income	\$ 116	\$ 499	\$ -	\$ 499	
Other Income	\$ -	\$ -	\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ -	\$ -	
Total Budgeted Income	\$ 46,372	\$ 351,579	\$ 684,363	\$ (332,784)	51%
EXPENSES					
Advocacy and Public Relations	\$ -	\$ 38	\$ 3,050	\$ 3,012	1%
Capital Expenses	\$ 2,034	\$ 10,168	\$ 28,705	\$ 18,537	35%
Contracts and Subscriptions	\$ 974	\$ 132,845	\$ 172,905	\$ 40,060	77%
Digital Collections	\$ -	\$ 52,885	\$ 59,000	\$ 6,115	90%
Fee for Service	\$ 605	\$ 2,198	\$ 10,200	\$ 8,002	22%
Group Purchases ^A	\$ (8,957)	\$ 18,353	\$ -	\$ (18,353)	
Office Supplies and Equipment	\$ 100	\$ 705	\$ 3,700	\$ 2,995	19%
Official Business	\$ 260	\$ 2,293	\$ 7,500	\$ 5,207	31%
Personnel including Tech Support ^A	\$ 24,923	\$ 128,564	\$ 368,803	\$ 240,239	35%
Rent	\$ -	\$ 8,400	\$ 16,800	\$ 8,400	50%
Telecom: Members ^A	\$ (948)	\$ 2,182	\$ -	\$ (2,182)	
Telecom:PALS Plus	\$ 2,322	\$ 6,077	\$ 8,700	\$ 2,623	70%
Expenses	\$ 31,218	\$ 344,173	\$ 679,363	\$ 335,190	51%
Contingency Expenses	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
Total Budgeted Expenses	\$ 31,218	\$ 344,173	\$ 684,363	\$ 340,190	50%

^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 May 31, 2018

	May 31, 18	May 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	106,424.15	182,856.89 ¹	-76,432.74	-41.8%
10250 · VNB ACH Acct [8040]	1,621.80	1,346.61	275.19	20.4%
10300 · PALS Plus NJ Cash Management	77,906.89	76,961.81	945.08	1.2%
10350 · VNB Money Market Acct	32,148.40	32,132.39	16.01	0.1%
Total Checking/Savings	218,101.24	293,297.70	-75,196.46	-25.6%
Accounts Receivable				
11100 · PALS Plus Member Invoices	16,708.34	40,990.32	-24,281.98	-59.2%
Total Accounts Receivable	16,708.34	40,990.32	-24,281.98	-59.2%
Total Current Assets	234,809.58	334,288.02	-99,478.44	-29.8%
Fixed Assets				
12600 · Acc Dep Computer Equipment & So	-1,272,251.62 ²	-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	259,483.17	358,961.61	-99,478.44	-27.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-16,753.10	-5,600.76	-11,152.34	-199.1%
Total Accounts Payable	-16,753.10	-5,600.76	-11,152.34	-199.1%
Total Current Liabilities	-16,753.10	-5,600.76	-11,152.34	-199.1%
Total Liabilities	-16,753.10	-5,600.76	-11,152.34	-199.1%
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	-70,316.72	84,445.27	-154,761.99	-183.3%
Total Equity	276,236.27	364,562.37	-88,326.10	-24.2%
TOTAL LIABILITIES & EQUITY	259,483.17	358,961.61	-99,478.44	-27.7%

12:27 PM

06/14/18

Accrual Basis

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

1. A 2017 September payment for the SirsiDynix maintenance bill accounts for the difference in year to year comparison of the amount in the operations account.
2. The accounting of the fixed assets is currently under review and will be updated once it has been finalized.

Executive Director's Report – June 2018

WorkFlows Upgrade

The WorkFlows update in the production environment was completed on Monday, June 4, 2018. Subsequently, Eli upgraded workstations at libraries or provided instructions for staff to do so. As of writing, all but one library has been upgraded.

We received a report of an issue preventing a handful of patron records from being modified. This bug was fixed by staff at Sirsi almost immediately upon reporting. As of writing, we have not received any additional reports of odd behavior. Do encourage staff to report any odd behaviors or changes in WorkFlows.

Delivery

On Wednesday, June 13, 2018 an amended budget was approved at the annual LibraryLinkNJ business meeting. The amendment, proposed during the course of the meeting, was directed at the cost-sharing formula capping the amount that each member would be charged at no more than \$ 500. This charge will be assessed come January 2019.

While the long-term sustainability of LibraryLinkNJ beyond FY19 is still in question, we can be sure that delivery will continue through June of 2019.

The Great Library Tour Contest

The summer contest designed to entice patrons to visit other PALS Plus libraries will launch on June 25, 2018. This year's contest was built around the Libraries Rock summer reading theme and we will showcase, through our Facebook page, music events (community and library) taking place during the summer.

Last year, approximately 200 people participated and visited libraries over 1,500 times as a result of the contest.

I have tremendous gratitude for the terrific effort the PALS Plus Public Relations Committee has put forth to get this contest up and running once again this year. Kudos for the great work!

Upcoming Events

Event	Location	Date	Time
Fourth of July – Office Closed		Wednesday, July 4, 2018	
Information Management Committee	Clifton	Thursday, July 5, 2018	2:15 PM
Policy and Procedures Committee	West Milford	Wednesday, July 11, 2018	1 PM
Circulation Committee	Wayne	Thursday, July 12, 2018	10 AM
PALS Plus Executive Board	Clifton	Thursday, July 26, 2018	10:15 AM