

**PALS Plus General Membership Meeting  
September 27, 2018  
Clifton Public Library - 10:15 a.m.**

**AGENDA**

Business Meeting

Sunshine Law

Call to order

Approval of the minutes of the May 24, 2018 meeting

Public Petitions and Requests

President's Report— Patti Perugino

Treasurer's Report—Ricardo Pino

Executive Director's Report—Luca Manna

Committee Reports

Old Business

New Business

- Introduction of the 2019 PALS Plus budget
- Tech Support

Announcements

Adjournment

Next Scheduled General Membership Meeting  
Thursday, October 25, 2018 at Clifton Public Library.

**PALS Plus General Membership Meeting  
May 24, 2018  
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 10:25 a.m. by President Jody Treadway (Wayne) at Clifton Public Library. In attendance were Patti Perugino (Bloomington), Justine Tomczak (Clifton), Brianne Colombo (Fairfield), Christine Pelchat-Miller (Little Falls), Michael Drazek (Pompton Lakes), Ricardo Pino (West Milford), Catherine Wolverton (Cedar Grove), Patricia Joyce (Woodland Park), Claudine Pascale (Caldwell), Tara Morstatt (Haledon), Susan Serico (North Haledon), Anne Krautheim (Totowa), Gillian Buonanno (Wanaque), Mario Gonzalez (Passaic) and Luca Manna (PALS Plus). Paterson, Passaic County Community College, Ringwood and Verona were not represented.

**Approval of the minutes of the March 29, 2018 meeting**

Mr. Pino made a motion to approve the minutes of the March 29, 2018 meeting. Ms. Perugino seconded the motion. The minutes were approved unanimously. Ms. Serico, Ms. Morstatt, Ms. Krautheim and Ms. Buonanno 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. Mr. Pino made a motion to close the public portion of the meeting. The public portion of the meeting was closed.

**President's Report— Jody Treadway**

- Ms. Treadway thanked everyone for attending and for allowing their staff to participate in PALS Plus committees. She is looking forward to all of the Summer Reading Events that are being planned.
- Ms. Treadway was disappointed that the PR Committee did not win an NJLA PR award.
- Ms. Treadway urged membership to sign up for the LibraryLinkNJ spring membership meeting on June 13<sup>th</sup> at Forsgate Country Club – it is important that we all attend.

**Treasurer's Report—Ricardo Pino**

- Mr. Pino reviewed the balance sheet and budget vs. actual income for April and determined that all assessments due at this point have been paid as well as a large chunk of contracts & subscriptions. We are in the same place as where we were at this point last year.

- The audit process is in its final stages. It looks great – the auditor made great suggestions but no major corrections.
- Ms. Krautheim made a motion to approve the treasurer’s report and Ms. Serico seconded the motion. The treasurer’s report was approved unanimously.
- Mr. Gonzalez pointed out the \$112,000 difference between current assets from 2017 to 2018 and suggested using footnotes to explain. He is concerned that fixed assets are less than expenses. Mr. Manna explained the \$112,000 difference exists because the SirsiDynix bill was paid later due to renegotiating the new contract terms. We are currently working on obtaining a more accurate representation of our fixed assets with the auditor.

#### **Executive Director’s Report—Luca Manna**

- Mr. Manna discussed the Workflows upgrade in the production environment which is scheduled for Sunday, June 3<sup>rd</sup> at 9 p.m. and is expected to be completed in the morning of Monday, June 4<sup>th</sup>. As we move closer we will provide the membership with a software upgrade deployment schedule.
- Through the efforts of the PALS Plus Public Relations Committee, PALS Plus had a presence at the 2-day Senior Extravaganza 2018 event, sponsored by the Passaic County Board of Chosen Freeholders in the conjunction with the Department of Senior Services. As expected, it was an opportunity to meet patrons and introduce them the services we offer. It was suggested that PALS Plus host an event to raise awareness of services libraries in PALS Plus provides to seniors. We are in the planning stages of a PALS Plus summit designed to inform the senior service providers and decision makers of services focused on seniors offered at our libraries.
- “Libraries Connecting Communities” has been selected as the PALS Plus tagline. Thank you to the PR Committee and to all who voted.
- Mr. Manna reported that 12-13 people attended Guerilla Story Time Workshop on May 14<sup>th</sup> sponsored by the Youth Services Committee.
- The Passaic County Fair will take place on Garret Mountain Reservation from August 16-19. Mr. Manna urges all libraries to send staff to volunteer during those days
- Mr. Manna discussed the delivery transition to TForce. It went much smoother than the previous transition. Please continue to report issues to LibraryLinkNJ. The state of delivery, especially its funding, will be a major topic of discussion in the coming months and Mr. Manna will pass on any information that he receives. A discussion ensued as many members voiced their concerns about the future of funding the delivery service.

#### **Committee Reports**

- Ms. Krautheim thanked everyone who voted for the tagline, “Libraries Connecting Communities”. The Public Relations Committee has prepared a toolkit for the Great Library Tour contest. She thanked Ms. Treadway for allowing Lisa Jorgensen to share her talents with the committee. The Social Media Policy will be examined and voted on at the next general membership meeting in September. Ms. Krautheim is hoping to get 100% of

libraries represented at the County Fair. The PR Committee will meet again on June 7.

**Old Business** – There was no old business.

**New Business**

- New DVD Series item types

Mr. Gonzalez made a motion to eliminate the number of items blocked, preventing patrons from renewing materials online. Ms. Wolverton seconded the motion. The motion passed unanimously.

- Renewing permissions

Ms. Pelchat-Miller made a motion to designate TV Series as a separate entity to be configured for a 14-day loan period and require TV Series to circulate under one barcode. Ms. Perugino seconded the motion. The motion passed unanimously.

Mr. Gonzalez suggested that the definition of series be clarified into television, documentary or great courses.

- Policy 5.35 : Defining and purging of inactive patrons

Ms. Serico made a motion to revise Policy 5.35 to change the definition of an inactive user from 3 to 5 years and purge inactive user records from the system if outstanding fees are less than \$5.00. Ms. Pelchat-Miller seconded the motion. The motion passed by a vote of 13 to 1.

Mr. Gonzalez made a motion to revisit the policy governing the length of patron registration. Ms. Pelchat-Miller seconded the motion. The motion passed unanimously.

**Announcements**

- Ms. Tomczak stated that a tree fell in the parking lot in Clifton last week during the storm. No one was hurt and the building was not harmed.
- Mr. Gonzalez declared that a tree located on the street in front of the library fell on a car driving by with children in it. Everyone was safe and the car was not damaged.
- Ms. Buonanno announced that the Children's Room in Wanaque has officially reopened.

**Adjournment** - Mr. Pino made a motion to adjourn the meeting at 12:05 p.m. Mr. Gonzalez seconded the motion. The meeting was adjourned.

Next Scheduled General Membership Meeting - Thursday, September 27, 2018 at Clifton Public Library.

# PALS Plus

2018 PALS PLUS BUDGET VS ACTUAL	August	YTD	Budget	Balance	
<b>INCOME</b>					
Assessment	\$ 97,167	\$ 575,326	\$ 614,363	\$ (39,037)	94%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ 70,000	\$ 70,000	\$ -	100%
Interest Income	\$ 130	\$ 872	\$ -	\$ 872	
Other Income	\$ -	\$ -	\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ -	\$ -	
<b>Total Budgeted Income</b>	<b>\$ 97,297</b>	<b>\$ 646,198</b>	<b>\$ 684,363</b>	<b>\$ (38,165)</b>	<b>94%</b>
<b>EXPENSES</b>					
Advocacy and Public Relations	\$ 40	\$ 79	\$ 3,050	\$ 2,971	3%
Capital Expenses	\$ 2,034	\$ 16,269	\$ 28,705	\$ 12,436	57%
Contracts and Subscriptions	\$ 2,780	\$ 139,868	\$ 172,905	\$ 33,037	81%
Digital Collections	\$ -	\$ 52,885	\$ 59,000	\$ 6,115	90%
Fee for Service	\$ 7,387	\$ 11,641	\$ 10,200	\$ (1,441)	114%
Group Purchases <sup>A</sup>	\$ 8,441	\$ 30,851	\$ -	\$ (30,851)	
Office Supplies and Equipment	\$ 191	\$ 961	\$ 3,700	\$ 2,739	26%
Official Business	\$ 30	\$ 2,706	\$ 7,500	\$ 4,794	36%
Personnel including Tech Support <sup>A</sup>	\$ 37,636	\$ 211,556	\$ 368,803	\$ 157,247	57%
Rent	\$ -	\$ 12,600	\$ 16,800	\$ 4,200	75%
Telecom: Members <sup>A</sup>	\$ 2,183	\$ 5,175	\$ -	\$ (5,175)	
Telecom:PALS Plus	\$ 2,334	\$ 7,698	\$ 8,700	\$ 1,002	88%
<b>Expenses</b>	<b>\$ 52,432</b>	<b>\$ 456,263</b>	<b>\$ 679,363</b>	<b>\$ 223,100</b>	<b>67%</b>
<b>Contingency Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
<b>Total Budgeted Expenses</b>	<b>\$ 52,432</b>	<b>\$ 456,263</b>	<b>\$ 684,363</b>	<b>\$ 228,100</b>	<b>67%</b>

<sup>A</sup> 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 August 31, 2018**

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	260,529.98	254,336.70	6,193.28	2.4%
10250 · VNB ACH Acct [8040]	2,155.74	1,745.72	410.02	23.5%
10300 · PALS Plus NJ Cash Management	78,276.06	77,134.24	1,141.82	1.5%
10350 · VNB Money Market Acct	32,152.41	32,136.39	16.02	0.1%
Total Checking/Savings	373,114.19	365,353.05	7,761.14	2.1%
Accounts Receivable				
11100 · PALS Plus Member Invoices	73,363.17	127,953.82	-54,590.65	-42.7%
Total Accounts Receivable	73,363.17	127,953.82	-54,590.65	-42.7%
Total Current Assets	446,477.36	493,306.87	-46,829.51	-9.5%
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 <sup>1</sup>	24,673.59	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>471,150.95</b>	<b>517,980.46</b>	<b>-46,829.51</b>	<b>-9.0%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-749.07	6,298.63	-7,047.70	-111.9%
Total Accounts Payable	-749.07	6,298.63	-7,047.70	-111.9%
Total Current Liabilities	-749.07	6,298.63	-7,047.70	-111.9%
Total Liabilities	-749.07	6,298.63	-7,047.70	-111.9%
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	125,347.03	231,564.73	-106,217.70	-45.9%
Total Equity	471,900.02	511,681.83	-39,781.81	-7.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>471,150.95</b>	<b>517,980.46</b>	<b>-46,829.51</b>	<b>-9.0%</b>

11:40 AM

09/13/18

Accrual Basis

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

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1. The accounting of the fixed assets is currently under review and will be updated once it is finalized.

## Executive Director's Report – September 2018

### Budget

The proposed 2019 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.

### The Great Library Road Tour

At our membership meeting, we will be drawing for the winners of the prizes for participating in the Great Library Road Tour summer contest. At this time, it appears that this summer's contest did not garner as much interest and participating as last year's, but we will know for sure once all the maps have been returned and the data tallied.

### Committees

As the year enters its final quarter, our committees continue to analyze and debate all aspects of the consortium's operations. You'll hear reports of all the work that has been accomplished at the meeting, but I am thrilled to report that they have never seemed more engaged as in the past year. I am forever grateful and hopeful that the momentum continues moving forward.

### PALS Plus Staff

We have submitted the ad for the PALS Plus Catalog and Metadata position on several web sites and are awaiting submissions.

### Upcoming Events

Event	Location	Date	Time
Circulation Committee	TBD	Thursday, October 11, 2018	10 AM
Information Management Committee	Clifton	Thursday, October 11, 2018	2:15 PM
Technical Services Summit	Fairfield	Thursday, October 18, 2018	10 AM
Youth Services Committee	Totowa	Monday, October 22, 2018	10 AM
PALS Plus General Membership Meeting	Clifton	Thursday, October 25, 2018	10:15 AM



# Proposed 2019 PALS Plus Budget

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## Proposed 2019 Budget

INCOME		2019	2018
Assessment		\$ 628,804	\$ 614,363
Passaic County Contribution		\$ 70,000	\$ 70,000
<b>Operating Income</b>		\$ 698,804	\$ 684,363
<b>Applied from Reserves</b>			
<b>Total Income</b>		<b>\$ 698,804</b>	<b>\$ 684,363</b>
EXPENSES			
Advocacy and Public Relations		\$ 3,050	\$ 2,500
Capital Expenses		\$ 28,705	\$ 32,100
Contracts and Subscriptions		\$ 172,905	\$ 162,385
Digital Collections		\$ 59,000	\$ 59,000
Fee for Services		\$ 10,200	\$ 14,500
Office Supplies and Equipment		\$ 3,700	\$ 3,700
Official Business		\$ 7,500	\$ 7,500
Personnel		\$ 368,803	\$ 383,394
Rent		\$ 16,800	\$ 16,800
Telecommunications		\$ 8,700	\$ 11,925
<b>Operating Expenses</b>		<b>\$ 693,804</b>	<b>\$ 679,363</b>
<b>Contingency Expenses</b>		<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Total Expenses</b>		<b>\$ 698,804</b>	<b>\$ 684,363</b>

# Detailed Budget Narrative

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## 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. In an effort to simplify the budget breakdown, the Banner and OB Stickers line items have been absorbed into Printing. In the past three years, we have underspent this line item, as such, the budget line has been reduced from 2018.

<b>Advocacy and Public Relations</b>	<b>2019</b>	<b>2018</b>
Banner	\$0	\$0
Printing	\$ 1,200	\$ 1,500
County Fair	\$ 500	\$ 500
OB Stickers	\$ 0	\$ 0
PR for Services	\$ 25	\$ 50
Summer at PALS Plus initiative	\$ 250	\$ 500
Trustee Seminar	\$ 500	\$ 500
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ 3,050</b>

## Capital Expenses

The efforts to maintain a robust and stable infrastructure are ongoing. We will be entering our third year of payments on the Dell Financing lease. Upon completion of the lease, we will purchase the equipment for \$ 1 (one dollar) and will proceed on an annual maintenance schedule through each appliance's end-of-life.

Network Cards are needed for the nodes to ensure ongoing compliance.

Our filtering appliance, the hardware which filters internet content is a requirement for E-Rate eligibility, will be at end-of-life at the end of December 2018. We are currently weighing several options, one of which is to purchase the equipment using 2018 funds. If this option materializes before the October membership meeting, at which the 2019 PALS Plus budget will be voted on, the final budget will be amended, otherwise, we will plan for the acquisition in 2019.

<b>Capital Expenses</b>	<b>2018</b>
Dell Financing	\$24,600
Network Cards	\$ 1,500
Filter Appliance	\$ 6,000
<b>Total</b>	<b>\$ 32,100</b>

## 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.

A successful renegotiation with B&T yielded a significant reduction of our subscription costs. Additionally, our reliance on OCLC records has decreased significantly within the past few years and a reevaluation of that service has resulted into a decrease in the anticipated purchasing of bibliographic records. The reduction in the B&T and OCLC subscriptions will save approximately \$15,000 in expenses. The remaining line items are relatively flat. In total, we have lowered our 2019 Contract and Subscriptions costs by 6% over 2018.

To simplify the line items, annual maintenance costs for all equipment have been combined into the single Hardware Maintenance line item.

<b>Contracts and Subscriptions</b>	<b>2019</b>	<b>2018</b>
Adobe Connect	\$ 500	\$ 500
B&T TS3 Subscription	\$ 5,000	\$ 17,110
Cataloging Subscriptions	\$ 7,000	\$ 10,000
EnvisionWare	\$ 7,500	\$ 7,500
Hardware Maintenance	\$ 6,510	\$ 6,725
FTP Service	\$ 50	\$ 50
GoTo Meeting	\$ 50	\$ 50
Internet Filtering	\$ 5,525	\$ 5,525
Kaspersky	\$ 250	\$ 200
Numara Track-It!	\$ 550	\$ 550
PALS Plus & OB Website domains	\$ 100	\$ 50
Phone filtering	\$ 0	\$ 40
Rapid Recovery	\$ 1,800	\$ 1,800
SirsiDynix	\$ 126,500	\$ 121,355
Visual Studio (2-year subscription)		\$ 450
Web certificate	\$ 1,000	\$ 1,000
<b>Total</b>	<b>\$ 162,385</b>	<b>\$ 172,905</b>

## Digital Collections

There are no changes to the **Digital Collections** line from 2018. 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.

<b>Digital Collections</b>	<b>2019</b>	<b>2018</b>
OverDrive	\$ 39,000	\$ 39,000
RB Digital	\$ 20,000	\$ 20,000
<b>Total</b>	<b>\$ 59,000</b>	<b>\$ 59,000</b>

## Fee for Service

The **Fee for Service** line items contains the general fees for services such as payroll, legal representation, insurance, audit, tax preparation, and other business related expenses. The 2019 budget introduces the cost for the annual audit, which accounts for the increase over 2018.

<b>Fee for Service</b>	<b>2019</b>	<b>2018</b>
Legal	\$ 2,000	\$ 2,000
Audit and Tax Preparation	\$ 7,500	\$ 3,300
Payroll	\$ 1,800	\$ 1,600
Business Owner's insurance	\$ 1,800	\$ 1,800
Directors' and Officers' Insurance	\$ 1,000	\$ 1,000
Web site development	\$ 400	\$ 500
<b>Total</b>	<b>\$ 14,500</b>	<b>\$ 10,200</b>

## Office Supplies and Equipment

The Office Supplies and Equipment line items contain expenses associated with the purchase and maintenance of office equipment and furnishings not considered capital expenditures. There are no changes from 2018.

<b>Office Supplies and Equipment</b>	<b>2019</b>	<b>2018</b>
Printer repair and supplies	\$ 850	\$ 850
Electronics (incl. staff PCs)	\$ 2,500	\$ 2,500
Office supplies	\$ 250	\$ 250
Postage, shipping	\$ 100	\$ 100
<b>Total</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>

## Official Business

The Official Business line items contain cost associated with travel, meetings, conferences, and training opportunities for PALS Plus staff. There are no changes from 2018.

<b>Official Business</b>	<b>2019</b>	<b>2018</b>
Professional development	\$ 4,850	\$ 4,850
Mileage reimbursement for support	\$ 1,800	\$ 1,800
PALS Plus meetings	\$ 750	\$ 750
NJLA fees	\$ 100	\$ 100
<b>Total</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>

## Personnel

**Personnel** costs include salary and benefits. As per the NJLA recommendations, I am proposing a 2% salary increase in 2019 for PALS Plus staff.

<b>Personnel</b>	<b>2019</b>	<b>2018</b>
Total Gross Wages including benefits	\$ 383,394	\$ 368,803
<b>Total</b>	<b>\$ 383,394</b>	<b>\$ 368,803</b>

## Rent

There are no changes to the Rent budget line for 2019. Our current lease expires in 2022.

<b>Rent</b>	<b>2019</b>	<b>2018</b>
Rent	\$ 16,800	\$ 16,800
<b>Total</b>	<b>\$ 16,800</b>	<b>\$ 16,800</b>

## Telecommunication

The **Telecommunication** budget lines are comprised of internet and telephone expenses and account for changes made to telecommunication plans and credits during 2018. Increases in the line items account for the phased out E-Rate reimbursement of services and an increase in bandwidth costs.

<b>Telecommunication</b>	<b>2019</b>	<b>2018</b>
Verizon Internet Access	\$ 7,775	\$ 4,800
Office Phones	\$ 1,750	\$ 1,600
Wireless	\$ 2,400	\$ 2,300
<b>Total</b>	<b>\$ 11,925</b>	<b>\$ 8,700</b>

## Contingency

While every effort has been made to account for all projected 2019 expenses, the amount budgeted in Contingency Expenses would lessen the impact on other budget lines in the case of unanticipated costs.

<b>Contingency</b>	<b>2019</b>	<b>2018</b>
Contingency Expenses	\$ 5,000	\$ 5,000
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>