

**PALS Plus Executive Board Meeting  
January 24, 2019 at 10:15 a.m.  
Clifton Public Library**

**AGENDA**

Call to order

Approval of the minutes of December 20, 2018 regular Executive Board meeting

Public Petitions and Requests

President's Report—Patti Perugino

Correspondence

Treasurer's Report—Ricardo Pino

Executive Director's Report—Luca Manna

Committee Reports

Old Business

- Delivery

New Business

- Shared Services Agreement

Announcements

Adjournment

Next meeting:

PALS Plus Executive Board Meeting

Thursday, February 28, 2019 at 10:15 a.m. at Clifton Public Library

**PALS Plus Executive Board Meeting  
December 20, 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 10:25 a.m. by President Patti Perugino (Bloomingdale) at the Clifton Public Library. In attendance were Executive Board members Brianne Colombo (Fairfield), Justine Tomczak (Clifton), Ricardo Pino (West Milford) and Linda Hoffman (Woodland Park). Also in attendance was Luca Manna (PALS Plus) and Doreen Shoba (Wayne). The members present constituted a quorum.

**Approval of the minutes of November 20, 2018 regular Executive Board meeting**

Mr. Pino made a motion to approve the minutes from the Executive Board meeting on November 20, 2018. Ms. Colombo 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. One member of the public was in attendance. Mr. Pino made a motion to close the public portion of the meeting. The session was closed.

**President's Report—Patti Perugino**

- Ms. Perugino thanked the committee members for joining.
- Ms. Perugino declared that many trustees were taking advantage of the Short Takes for Trustees videos in lieu of a trustee training workshop.

**Correspondence**

There was no correspondence.

**Treasurer's Report—Ricardo Pino**

- Mr. Pino declared that the organization is on track financially-speaking.
- Mr. Pino stated that assessment is at 99% due to the 1% early payment discount last year. The majority of budget lines are under budget. E-Rate money is pending. Also, Fee for Service is over due to the cost of the audit.
- Ms. Hoffman made a motion to approve the Treasurer's Report. Ms. Tomczak seconded the motion. The Treasurer's Report was approved unanimously.

**Executive Director's Report—Luca Manna**

- Mr. Manna thanked directors for allowing their staff to participate in the committees. He is pleased that the rosters and charges are full and that almost every PALS Plus library is participating. Mr. Manna is looking forward to the 2019 Committee work.

- The status of delivery after December 2019 is still unknown as the LLNJ Executive Board has not yet decided on the organization's future.

### **Committee Reports**

There were no committee reports.

### **Old Business**

There was no old business.

### **New Business**

- **Approval of 2019 Committee Roster and Charges**

Mr. Manna reviewed the chairs and members for the Committee Rosters and also reviewed the Charges. Mr. Pino made a motion to approve the 2019 Committee Roster and Charges. Ms. Tomczak seconded the motion. The 2019 PALS Plus Committee Roster and Charges were approved unanimously.

- **Approval of 2019 Executive Board and Membership meeting dates**

Mr. Pino made a motion to approve the 2019 Executive Board and Membership meeting dates. Ms. Tomczak seconded the motion. The 2019 PALS Plus Executive Board and General Membership meeting dates were approved unanimously.

- **Approval of 2019 PALS Plus holiday schedule**

Mr. Pino made a motion to approve the 2019 PALS Plus holiday schedule. Ms. Colombo seconded the motion. The 2019 PALS Plus holiday schedule was approved unanimously.

- **Delivery Task Force**

A discussion ensued regarding the relation between LLNJ and the future of the statewide delivery service. Many are awaiting the results of the survey as well as the decision made by the LLNJ Executive Board as to how to proceed.

**Announcements** – There were no announcements.

**Adjournment** – Mr. Pino made a motion to adjourn the meeting. Ms. Tomczak seconded the motion. The meeting was adjourned at 12:28 p.m.

Next meeting:

PALS Plus Executive Board Meeting

Thursday, January 24, 2019 at 10:15 a.m. at Clifton Public Library

# PALS Plus

2018 PALS PLUS BUDGET VS ACTUAL	December	YTD	Budget	Balance	
<b>INCOME</b>					
Assessment	\$ 46,205	\$ 657,086	\$ 614,363	\$ 42,723	107%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ 70,000	\$ 70,000	\$ -	100%
Interest Income	\$ 157	\$ 1,438	\$ -	\$ 1,438	
Other Income	\$ -	\$ -	\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ -	\$ -	
<b>Total Budgeted Income</b>	<b>\$ 46,362</b>	<b>\$ 728,524</b>	<b>\$ 684,363</b>	<b>\$ 44,161</b>	<b>106%</b>
<b>EXPENSES</b>					
Advocacy and Public Relations	\$ -	\$ 693	\$ 3,050	\$ 2,357	23%
Capital Expenses	\$ (5,807)	\$ 22,400	\$ 28,705	\$ 6,305	78%
Contracts and Subscriptions	\$ 2,113	\$ 161,816	\$ 172,905	\$ 11,089	94%
Digital Collections	\$ 1,816	\$ 60,344	\$ 59,000	\$ (1,344)	102%
Fee for Service	\$ 134	\$ 12,277	\$ 10,200	\$ (2,077)	120%
Group Purchases <sup>A</sup>	\$ 8,772	\$ 49,504	\$ -	\$ (49,504)	
Office Supplies and Equipment	\$ 175	\$ 1,785	\$ 3,700	\$ 1,915	48%
Official Business	\$ 120	\$ 3,080	\$ 7,500	\$ 4,420	41%
Personnel including Tech Support <sup>A</sup>	\$ 22,218	\$ 295,969	\$ 368,803	\$ 72,834	80%
Rent	\$ -	\$ 16,800	\$ 16,800	\$ -	100%
Telecom: Members <sup>A</sup>	\$ (1,594)	\$ 4,054	\$ -	\$ (4,054)	
Telecom:PALS Plus	\$ 2,376	\$ 13,132	\$ 8,700	\$ (4,432)	151%
<b>Expenses</b>	<b>\$ 23,145</b>	<b>\$ 588,296</b>	<b>\$ 679,363</b>	<b>\$ 91,067</b>	<b>87%</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>\$ 23,145</b>	<b>\$ 588,296</b>	<b>\$ 684,363</b>	<b>\$ 96,067</b>	<b>86%</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 December 31, 2018**

	Dec 31, 18	Dec 31, 17	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	177,239.03	144,026.91	33,212.12	23.1%
10250 · VNB ACH Acct [8040]	2,608.24	1,376.45	1,231.79	89.5%
10300 · PALS Plus NJ Cash Management	78,836.99	77,414.59	1,422.40	1.8%
10350 · VNB Money Market Acct	32,157.87	32,141.81	16.06	0.1%
Total Checking/Savings	290,842.13	254,959.76	35,882.37	14.1%
Accounts Receivable				
11100 · PALS Plus Member Invoices	30,792.24	81,115.06	-50,322.82	-62.0%
Total Accounts Receivable	30,792.24	81,115.06	-50,322.82	-62.0%
Total Current Assets	321,634.37	336,074.82	-14,440.45	-4.3%
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>346,307.96</b>	<b>360,748.41</b>	<b>-14,440.45</b>	<b>-4.0%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	2,221.76	14,195.42	-11,973.66	-84.4%
Total Accounts Payable	2,221.76	14,195.42	-11,973.66	-84.4%
Total Current Liabilities	2,221.76	14,195.42	-11,973.66	-84.4%
Total Liabilities	2,221.76	14,195.42	-11,973.66	-84.4%
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	-2,466.79	66,435.89	-68,902.68	-103.7%
Total Equity	344,086.20	346,552.99	-2,466.79	-0.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>346,307.96</b>	<b>360,748.41</b>	<b>-14,440.45</b>	<b>-4.0%</b>

12:42 PM

01/17/19

Accrual Basis

**PALS Plus, Inc.**  
**Balance Sheet Prev Year Comparison**  
**As of December 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 – January 2019**

### **Television Series / Seasons**

The transition to the 2-week loan period for seasons of television series is scheduled for January 22, 2019. To ensure that the loan period of current / pre-January 22 checkouts will coincide with the new loan period, we will manually extend loan periods for checkouts and renewals of these materials using batch processing. We anticipate this transition to be smooth.

### **Windows 10 Upgrade**

As previously reported, in January 2020 Microsoft will no longer support Windows 7 and will not supply security updates/patches for any vulnerabilities that are identified in that operating system. This leaves us with little choice but to upgrade staff and public computers to Windows 10. Jim and Eli are in the process of getting us ready for the upgrade, including identifying the most efficient way to work through it. We are obtaining pricing for Windows 10 licenses and will work with each library directly during this process. It's a bit of an undertaking, but I'm confident that we're in fine shape to get us to the finish line in time.

### **RBDigital**

In February, we will enter the third and final year of our contract with RBDigital for the PALS Plus digital periodical collection.

In 2018, our patrons borrowed a total of 5,309 digital periodicals, over 1,000 above last year. In terms of cost, this amounts to approximately \$3.77 per circulation. This figure represents almost a \$1.00 per circulation drop from last year (\$4.68/circ), so we have seen an increase in usage. In an effort to increase awareness of this service to our patrons, the PALS Plus Digital Services Committee will offer guidance and tools on how to effectively promote the digital periodical collection. With focused promotional efforts, we will be better equipped to measure usage as we discuss the renewal of this service in 2020.

### **State Report**

Eli has begun gathering the collection, patron and usage statistics for the annual state report. As in previous years, we anticipate delivering the data sometime in February and, likewise, I will again request copies of your filings upon completion so that we may once again deliver the PALS Plus By the Numbers report that was distributed last summer. The response from the analysis was positive and I'm happy to be able to provide it once again.

### Trustee Ed

We will hold a Trustee Ed event on Saturday, April 6, 2019 at the Wayne Public Library. Jeanne Marie Ryan and our own Linda Hoffman will be speaking on the ins and outs of the Construction Bond Act. Promotional materials will be distributed in the coming weeks and if room permits, I would like to extend an invitation to trustees from BCCLS, LMxAC, and MAIN libraries, as this topic will likely be of interest to many.

### Shared Services Agreement

The Shared Services Agreement, the participation agreement signed by each member of the consortium, is due to expire in 2019. As this is a formal contract, I would like to carefully review and discuss the clauses it contains before distributing it to the membership for signatures. If deemed necessary, we may consider establishing an ad hoc committee to review the current document.

### Committees

By February 4, 2019, all committees will have had their initial meeting of the year. This is the earliest we have ever reached this milestone. Additionally, for 2019 **ALL** PALS Plus libraries will be represented on committees. Another milestone of which we should all be proud and grateful. Investment in the activities of the consortium translate into better services and value at each member library. And, as always, I am grateful for the great work the committees have been able to accomplish over the years.

### Upcoming Events

Event	Location	Date	Time
Policy Committee	West Milford	Friday, January 18, 2019	10 AM
Technical Services Committee	Little Falls	Wednesday, January 23, 2019	1 PM
Martin Luther King, Jr. Day – Office is closed			
Executive Board Meeting	Clifton	Thursday, January 24, 2019	10:15 AM
Digital Services Committee	Wayne	Monday, January 28, 2019	10:30 AM
Circulation Committee	TBD	Thursday, January 31, 2019	2 PM
Youth Services Committee	Totowa	Monday, February 4, 2019	10 AM