

**PALS Plus General Membership Meeting  
May 23, 2019  
Clifton Public Library - 10:15 a.m.**

**AGENDA**

Business Meeting

Sunshine Law

Call to order

Approval of the minutes of the March 21, 2019 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

    Delivery

New Business

    PALS Plus Membership

- Belleville
- Union City

Announcements

Adjournment

Next Scheduled General Membership Meeting:  
September 26, 2019 at 10: 15 a.m. – Location TBD

**PALS Plus General Membership Meeting  
March 21, 2019  
Clifton Public Library - 10:15 a.m.**

**MINUTES**

**Business Meeting**

**Sunshine Law** – We have complied with the Sunshine Law.

**Call to order**

The PALS Plus General Membership Meeting was called to order at 10:20 a.m. by President Patti Perugino (Bloomingdale) at Clifton Public Library. In attendance were Justine Tomczak (Clifton), Kristin Blumberg (Little Falls), Susan Serico (North Haledon), Michael Drazek (Pompton Lakes), Ricardo Pino (West Milford), Doreen Shoba (Wayne), Cheryl Ashley (Verona), Paddi McClure (Wanaque), Karen Klepeis (Wanaque), Mibong La (Passaic County Community College), Tara Morstatt (Haledon), Linda Hoffman (Woodland Park), Claudine Pascale (Caldwell), Catherine Wolverton (Cedar Grove), Brianne Colombo (Fairfield), Mario Gonzalez (Passaic), Corey Fleming (Paterson) and Luca Manna (PALS Plus). Ringwood, Totowa and Woodland Park were not represented.

**Approval of the minutes of the October 25, 2018 meeting**

Mr. Pino made a motion to approve the minutes of the October 25, 2018 meeting. Ms. Tomczak 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. Ms. Colombo seconded the motion. There was one member of the public in attendance. Mr. Pino made a motion to close the public portion of the meeting. Mr. Gonzalez seconded the motion. The public portion of the meeting was closed.

**President's Report— Patti Perugino**

- Ms. Perugino welcomed Emma Galegor, our newly-hired Cataloger and Metadata Librarian, to the PALS Plus membership. She also welcomed two new representatives from Wanaque, Paddi McClure and Karen Klepeis.
- Ms. Perugino announced that two libraries, Belleville Public Library of Essex County and Union City Public Library of Hudson County, are interested in joining our consortium. Luca is providing the prospective members with approximate costs and timeline for membership.
- Ms. Perugino is looking forward to the NJLA Conference in a few weeks and is hopeful that staff from PALS Plus will be permitted to attend.

### **Treasurer's Report—Ricardo Pino**

- Mr. Pino declared that the onsite audit was completed on the 21<sup>st</sup> and 22<sup>nd</sup> of February. As a result, accrual-based accounting will be implemented and fixed assets will be adjusted to include depreciation. The Auditor set \$1,000 as the baseline threshold for depreciation.
- Mr. Pino reviewed the balance sheet and budget vs. actual income for February and stated that PALS Plus is in good shape financially for this time of year. The Digital Collections line item is high at 72% because front load payments have been made to RB Digital and OverDrive, covering the platform fee and content throughout the year.
- E-rate applications are due next week. Jim and Lisa are working hard at preparing to file as we are at the end of the 3<sup>rd</sup> year of our Telecom contract and signing a new 3 year contract. Ms. Shoba made a motion to approve the Treasurer's Report. Mr. Gonzalez seconded the motion. The Treasurer's Report was approved unanimously.

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

- Mr. Manna declared that three years have flown by since he was hired. He discussed the many projects planned for 2019 in General Services, Marketing & Promotion, Outreach, Training and Miscellanea that are going to impact our patrons directly. He thanked the directors for participating and also allowing their staff to participate in committees.
- Mr. Manna has been receiving copies of state survey filings and will begin compiling the *PALS Plus by the Numbers* report. He will be sending a reminder urging members to submit their information soon.

### **Committee Reports**

- Mr. Pino spoke on the work the Policy Committee's will be focusing on this year, including automatic renewal, credit card payment, and continuing our research into 'going fine-free'.
- Mr. Drazek discussed the Information Management Committee's progress with the replacement for the wiki. Feel free to test it using [pprctest@palsplus.org](mailto:pprctest@palsplus.org). It will be a home for all things PALS Plus.
- Youth Services Committee is currently working on various projects including a celebration for 1,000 Books before Kindergarten on Sunday, November 17, 2019.
- The Circulation Committee is discussing the implementation of text alert notifications.
- The Digital Services Committee has been creating curating collections for OverDrive.

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

### **New Business**

- Belleville Public Library and Union City Public Library has sought information on PALS Plus membership. Mr. Manna has presented them with approximate membership costs for 2019. He is currently obtaining SirsiDynix costs for onboarding and configuration charges.
- Resumes have been received for the Tech Support position and Mr. Manna has been evaluating them.

- A Delivery Task Force meeting will take place on April 8 at Bernards Township Library to discuss advocacy strategy for delivery service. LLNJ will exist until at least June 2020. A discussion ensued about BCCLS and their own delivery company.

#### **Announcements**

- Ms. Pascale announced the Grand Reopening of the Children's Room of Caldwell Public Library on June 1<sup>st</sup> at 10 a.m. There will be a ribbon-cutting ceremony with the Mayor, a Pete the Cat appearance, a petting zoo and a mediumship demonstration in the afternoon.
- Ms. Shoba announced that on April 28<sup>th</sup> there will be a vendor fair to support summer camps run by Friends of the Library.

**Adjournment** – Mr. Fleming made a motion to adjourn the meeting. Mr. Pino seconded the motion. The meeting was adjourned at 11:50 a.m.

Next Scheduled General Membership Meeting – May 23, 2019 at Clifton Public Library

# PALS Plus

## 2019 PALS PLUS BUDGET VS ACTUAL

	April	YTD	Budget	Balance	
<b>INCOME</b>					
Assessment	\$ 43,933	\$ 242,631	\$ 646,817	\$ (404,186)	38%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Interest Income	\$ 159	\$ 633	\$ -	\$ 633	
Other Income	\$ -	\$ -	\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ -	\$ -	
<b>Total Budgeted Income</b>	<b>\$ 44,092</b>	<b>\$ 243,264</b>	<b>\$ 716,817</b>	<b>\$ (473,553)</b>	<b>34%</b>
<b>EXPENSES</b>					
Advocacy and Public Relations	\$ 284	\$ 292	\$ 2,500	\$ 2,208	12%
Capital Expenses	\$ 333	\$ 6,607	\$ 32,100	\$ 25,493	21%
Contracts and Subscriptions	\$ 1,984	\$ 128,365	\$ 162,385	\$ 34,020	79%
Digital Collections	\$ -	\$ 42,554	\$ 59,000	\$ 16,446	72%
Fee for Service	\$ 134	\$ 1,595	\$ 14,500	\$ 12,905	11%
Group Purchases <sup>A</sup>	\$ (2,813)	\$ 1,486	\$ -	\$ (1,486)	
Office Supplies and Equipment	\$ -	\$ 581	\$ 3,700	\$ 3,119	16%
Official Business	\$ 1,153	\$ 2,491	\$ 7,500	\$ 5,009	33%
Personnel including Tech Support <sup>A</sup>	\$ 33,238	\$ 126,712	\$ 401,407	\$ 274,695	32%
Rent	\$ 4,200	\$ 8,400	\$ 16,800	\$ 8,400	50%
Telecom: Members <sup>A</sup>	\$ (4)	\$ 4,087	\$ -	\$ (4,087)	
Telecom:PALS Plus	\$ 2,393	\$ 9,545	\$ 11,925	\$ 2,380	80%
<b>Expenses</b>	<b>\$ 43,719</b>	<b>\$ 327,142</b>	<b>\$ 711,817</b>	<b>\$ 384,675</b>	<b>46%</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>\$ 43,719</b>	<b>\$ 327,142</b>	<b>\$ 716,817</b>	<b>\$ 389,675</b>	<b>46%</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 April 30, 2019**

	Apr 30, 19	Apr 30, 18	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	85,799.14	81,849.92	3,949.22	4.8%
10250 · VNB ACH Acct [8040]	2,480.78	1,251.28	1,229.50	98.3%
10300 · PALS Plus NJ Cash Management	79,464.54	77,792.41	1,672.13	2.2%
10350 · VNB Money Market Acct	32,163.20	32,147.12	16.08	0.1%
Total Checking/Savings	199,907.66	193,040.73	6,866.93	3.6%
Accounts Receivable				
11100 · PALS Plus Member Invoices	130,030.35	83,200.74	46,829.61	56.3%
Total Accounts Receivable	130,030.35	83,200.74	46,829.61	56.3%
Total Current Assets	329,938.01	276,241.47	53,696.54	19.4%
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>354,611.60</b>	<b>300,915.06</b>	<b>53,696.54</b>	<b>17.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-21,221.65	-13,401.28	-7,820.37	-58.4%
Total Accounts Payable	-21,221.65	-13,401.28	-7,820.37	-58.4%
Total Current Liabilities	-21,221.65	-13,401.28	-7,820.37	-58.4%
Total Liabilities	-21,221.65	-13,401.28	-7,820.37	-58.4%
Equity				
30000 · Opening Balance Equity	145,997.66	145,997.66	0.00	0.0%
32000 · Retained Earnings	177,957.54	200,555.33	-22,597.79	-11.3%
Net Income	51,878.05	-32,236.65	84,114.70	260.9%
Total Equity	375,833.25	314,316.34	61,516.91	19.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>354,611.60</b>	<b>300,915.06</b>	<b>53,696.54</b>	<b>17.8%</b>

12:13 PM

05/09/19

Accrual Basis

**PALS Plus, Inc.**  
**Balance Sheet Prev Year Comparison**  
**As of April 30, 2019**

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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 – April 2019**

### **Belleville and Union City Public Libraries**

PALS Plus is faced with a unique and, I believe, positive opportunity. It is not often that a library consortium situated in a geographic area with few stand-alone libraries has the chance to welcome not one, but two new members. Yet here we are. If all progresses as planned, at the May 23, 2019 General Membership meeting, representatives from PALS Plus libraries will vote to accept the membership requests of the Belleville Public Library & Information Center and the Union City Public Library for fall 2019 go-lives.

Frances Bacardi, acting director at Belleville Public Library & Information Center, and Elena Tsomaeva, director at Union City Public Library understand the value that membership in a consortium brings and are enthusiastic about joining ours.

Included in this packet for your review are the new membership prospectus of each library.

Having visited the libraries, met with staff, and examined their annual state survey filings, I am confident that Belleville and Union City would be valuable additions to our consortium.

### **Windows 10**

We are in the final stages of configuring the network to allow for the deployment of Windows 10 to staff and public computers. Upon completion of the configuration and confirmation of success through testing, we will obtain Windows 10 license counts for each library and, finally, schedule deployments. In short, all is progressing in a timely manner and I have full confidence that the project will be completed by December 2019.

### **Tech Support Position**

As of writing, an offer has been extended to fill the Computer Service Support Technician at PALS Plus. I am withholding the candidate's name until the offer has been accepted, which I imagine will happen shortly after the distribution of this report. Twelve (12) libraries will be taking advantage of the tech support service. If your library would like to participate, please let me know. The more libraries that participate, the lower the cost per library.

### **Shared Services Agreement**

The Shared Services Agreement, the participation agreement signed by each member of the consortium, is due to expire in 2019. Our attorney has reviewed the existing contract and confirmed that it is compliant with all applicable laws. We will soon be distributing the Agreement to member libraries for signatures. Thank you to Brianne Colombo, Corey Fleming, and Patti Perugino for their support in reviewing the Agreement.



## Upcoming Events

Event	Location	Date	Time
Memorial Day – PALS Plus Office Closed		May 27, 2019	
NJLA Conference	Atlantic City	May 29 – 31, 2019	
Caldwell Children's Room Reopening	Caldwell	June 1, 2019	10 AM – 4 PM
Youth Services Committee	Totowa	Monday, June 3, 2019	10 AM
LLNJ Membership Meeting	Monroe	Wednesday, June 5, 2019	1 PM
Circulation Committee	TBD	Thursday, June 6, 2019	10 AM
Information Management Committee	Clifton	Thursday, June 6, 2019	2:15 PM
Digital Services Committee	Wayne	Monday, June 10, 2019	11 AM
SirsiDynix Director's Summit	Virtual	Tuesday, June 11, 2019	12 – 12:30PM
Public Relations	Fairfield	Thursday, June 13, 2019	10 AM
Technical Services Committee	Little Falls	Wednesday, June 19, 2019	10 AM
Policy Committee	Verona	Friday, June 21, 2019	10 AM
PALS Plus Executive Board Meeting	Clifton	Thursday, June 27, 2019	10:15 AM