

**PALS Plus Executive Board Meeting
November 21, 2019 at 10:15 a.m.
Clifton Public Library**

AGENDA

Call to order

Approval of the minutes of the August 22, 2019 regular Executive Board meeting

Approval of the minutes of the September 26, 2019 brief 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

- Audit
- RBdigital

New Business

- Freegal
- Curated ebook & audiobook FY19 budget
- Open Borrowing Agreement
- Carry-over vacation days for PALS Plus staff
- Ad-hoc committee

Announcements

Adjournment

Next meeting:

PALS Plus Executive Board Meeting

Thursday, December 19, 2019 at Clifton Public Library

**PALS Plus Executive Board Meeting
August 22, 2019 at 10:15 a.m.
Clifton Public Library**

MINUTES

Call to order of Executive Board Meeting

The regular meeting of the PALS Plus Executive Board was called to order at 10:25 a.m. at the Clifton Public Library by President Patti Perugino. In attendance were Executive Board members Claudine Pascale (Caldwell), Brianne Colombo (Fairfield), Ricardo Pino (West Milford) and Linda Hoffman (Woodland Park). Also in attendance was Luca Manna (PALS Plus), Betsy Wald (Verona), Daniel Parker (Ringwood) and Luna Pino. The members present constituted a quorum.

Approval of the minutes of July 25, 2019 regular Executive Board meeting

Mr. Pino made a motion to approve the minutes from the Executive Board meeting of July 25, 2019. Ms. Colombo seconded the motion. The minutes were approved unanimously.

Public Petitions and Requests

There were three members of the public in attendance.

President's Report—Patti Perugino

- Ms. Perugino said it was a pleasure to meet Dan Parker (Ringwood) and Frances Bacardi (Belleville) at the director's lunch last week. They will make a fine addition to the consortium.
- There was a good turnout and nice representation for PALS Plus at the Passaic County Fair this year.
- Ms. Perugino thanked Jason from PALS Plus for the computer inventory report. The information will be shared with her board and it will make it easier to become compliant with Windows 10.
- Ms. Perugino announced the Committees have wonderful summits planned for Circulation and Tech Services in the coming months.

Correspondence – There was no correspondence.

Treasurer's Report—Ricardo Pino

- Mr. Pino declared that PALS Plus financials are where they are supposed to be. He reminded the board that the 2018 Audit was introduced at the last meeting and is on the agenda to be discussed at this meeting.
- Ms. Colombo made a motion to approve the Treasurer's Report. Ms. Pascale seconded the motion. The Treasurer's Report was approved unanimously.

Executive Director's Report—Luca Manna

- Mr. Manna declared that we are within the set timeline for Union City Public Library's go-live as a PALS Plus member on October 1st. The appropriate mapping for item, transaction, and patron data is being finalized and will be loaded into our test environment for review. Eli and Emma will visit Union City Library once the data has been loaded and checked for accuracy.
- Belleville Public Library's go-live date has been pushed back to March 2020 due to contractual

obligations. Mr. Manna will resume planning in the fall.

- Mr. Manna has been working with PALS Plus Executive Board Finance Committee and will present several versions of the 2020 budget to the full Executive Board for discussion. Mr. Manna thanked Ricardo and Patti for their suggestions, analysis and guidance during the process.
- Several members have opted to replace PCs that were at end of life and they are in the process of being deployed per Mr. Manna. PALS Plus has contracted with Avvenire, Inc. for consultation in finalizing the configuration for implementing the software updates infrastructure for the deployment of Windows 10 upgrades and other services. The objective is for SSCM to replace Kaspersky as a deployment tool.
- As of writing, Mr. Manna is putting final touches on the PALS Plus by the numbers report, which examines expenses, funding, patrons, circulation, collection use, programming and (for the first time) the trend in fine revenue for 2018. This report is different than the state report and can be used as a collection development tool.
- The annual Passaic County Fair took place from August 15th through August 18th. Mr. Manna thanked the PALS Plus Public Relations Committee for overseeing PALS Plus' participation in the fair. This year the planned activity was button making under graphics that highlight reading and incorporate the PALS Plus logo. It was a great success.

Committee Reports – There were no committee reports.

Old Business

- Audit - The PALS Plus 2018 Audit Report was tabled to be discussed at the next meeting.
- Digital Magazines - The digital magazines contract is in its third and last year. Mr. Manna is investigating other options.

New Business

- 2020 PALS Plus Budget – Mr. Manna went through each line of the proposed budget and answered questions.
- Temporary Cards – The PALS Plus Policy Committee recommends the addition of the following policies:
5.19 A Temporary User is entitled to a library card from the community in which the individual is temporarily residing. Temporary Users can have up to ten (10) items checked out on their card and can place up to five (5) holds. The borrowing privileges for Temporary Users will expire after three months.
5.29 Individuals registering for TEMPORARY library cards must provide a government issued identification with photo and a proof of temporary residency. Acceptable proof of temporary residency shall be determined by each member library, and may include a letter from a social service agency, housing facility, or temporary employer verifying the address.

Ms. Colombo made a motion to present this policy change at the next General Membership Meeting. Ms. Pascale seconded the motion. The motion was passed unanimously.

Announcements

- Mr. Pino announced that West Milford Township Library will be purchasing 26-27 new PCs in October. He asked if any other members were interested in order to improve their volume purchasing power.
- Mr. Pino also discussed the last Library Link NJ meeting held in July.

Adjournment – Mr. Pino made a motion to adjourn the meeting. Ms. Colombo seconded the motion. The meeting was adjourned at 12:10 p.m.

Next meeting:

PALS Plus General Membership Meeting

Thursday, September 26, 2019 at 10:15 a.m. at Clifton Public Library

**PALS Plus Budget Proposal Approval Meeting
September 26, 2019
Clifton Public Library - 10:15 a.m.**

MINUTES

Members of the Executive Board met on September 26, 2019 at 10:04 a.m. to discuss the 2020 PALS Plus budget proposal

Call to Order

The budget proposal approval meeting was called to order at 10:04 a.m. at the Clifton Public Library by President Patti Perugino (Bloomington). In attendance were Board members Claudine Pascale (Caldwell), Justine Tomczak (Clifton), Brianne Colombo (Fairfield), Ricardo Pino (West Milford), and Anne Krautheim (Totowa) and Linda Hoffman (Woodland Park). Also in attendance was Luca Manna (PALS Plus).

New Business

- Approval of the PALS Plus 2020 Budget – Ms. Perugino made a motion to recommend the 2020 PALS Plus budget to the membership. Ms. Tomczak seconded the motion. The vote to recommend the 2020 PALS Plus budget to the membership was unanimous.

Adjournment

- Ms. Colombo made a motion to adjourn. Mr. Pino seconded the motion. The meeting was adjourned.

PALS Plus

2019 PALS PLUS BUDGET VS ACTUAL	October	YTD	Budget	Balance	
INCOME					
Assessment	\$ 21,086	\$ 540,655	\$ 646,817	\$ (106,162)	84%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	100%
Interest Income	\$ 136	\$ 1,542	\$ -	\$ 1,542	
Other Income	\$ -	\$ -	\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ -	\$ -	
Total Budgeted Income	\$ 91,222	\$ 612,197	\$ 716,817	\$ (104,620)	85%
EXPENSES					
Advocacy and Public Relations	\$ 425	\$ 717	\$ 2,500	\$ 1,783	29%
Capital Expenses	\$ 2,659	\$ 18,442	\$ 32,100	\$ 13,658	57%
Contracts and Subscriptions	\$ 6,877	\$ 151,474	\$ 162,385	\$ 10,911	93%
Digital Collections	\$ 4,602	\$ 47,156	\$ 59,000	\$ 11,844	80%
Fee for Service	\$ 124	\$ 11,811	\$ 14,500	\$ 2,689	81%
Group Purchases ^A	\$ 11,643	\$ 30,424	\$ -	\$ (30,424)	
Office Supplies and Equipment	\$ 608	\$ 1,920	\$ 3,700	\$ 1,780	52%
Official Business	\$ 99	\$ 3,312	\$ 7,500	\$ 4,188	44%
Personnel including Tech Support ^A	\$ 34,288	\$ 305,008	\$ 401,407	\$ 96,399	76%
Rent	\$ 4,200	\$ 16,800	\$ 16,800	\$ -	100%
Telecom: Members ^A	\$ 1,580	\$ 5,738	\$ -	\$ (5,738)	
Telecom:PALS Plus	\$ 1,288	\$ 13,849	\$ 11,925	\$ (1,924)	116%
Expenses	\$ 55,170	\$ 570,489	\$ 711,817	\$ 141,328	80%
Contingency Expenses	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
Total Budgeted Expenses	\$ 55,170	\$ 570,489	\$ 716,817	\$ 146,328	80%

^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 October 31, 2019

	Oct 31, 19	Oct 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	181,655.93	194,636.24	-12,980.31	-6.7%
10250 · VNB ACH Acct [8040]	2,141.68	1,944.52	197.16	10.1%
10300 · PALS Plus NJ Cash Management	80,365.69	78,541.95	1,823.74	2.3%
10350 · VNB Money Market Acct	32,171.22	32,155.18	16.04	0.1%
Total Checking/Savings	296,334.52	307,277.89	-10,943.37	-3.6%
Accounts Receivable				
11100 · PALS Plus Member Invoices	154,211.13	66,082.07	88,129.06	133.4%
Total Accounts Receivable	154,211.13	66,082.07	88,129.06	133.4%
Total Current Assets	450,545.65	373,359.96	77,185.69	20.7%
Fixed Assets				
12600 · Acc Dep Computer Equipment & So	-85,728.00	-54,430.62	-31,297.38	-57.5%
12700 · Acc Dep Leasehold Improvements	0.00	1,074.00	-1,074.00	-100.0%
12800 · Computer Equipment/Software	181,829.21	181,829.21	0.00	0.0%
Total Fixed Assets	96,101.21	128,472.59	-32,371.38	-25.2%
TOTAL ASSETS	546,646.86	501,832.55	44,814.31	8.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-392.69	1,969.10	-2,361.79	-119.9%
Total Accounts Payable	-392.69	1,969.10	-2,361.79	-119.9%
Other Current Liabilities				
20300 · Accrued Liabilities	18,510.61	0.00	18,510.61	100.0%
20500 · Deferred Revenue-Group purchase	8,394.01	0.00	8,394.01	100.0%
Total Other Current Liabilities	26,904.62	0.00	26,904.62	100.0%
Total Current Liabilities	26,511.93	1,969.10	24,542.83	1,246.4%
Total Liabilities	26,511.93	1,969.10	24,542.83	1,246.4%
Equity				
30000 · Opening Balance Equity	90,295.17	145,997.66	-55,702.49	-38.2%
32000 · Retained Earnings	277,958.03	304,354.33	-26,396.30	-8.7%
Net Income	151,881.73	49,511.46	102,370.27	206.8%
Total Equity	520,134.93	499,863.45	20,271.48	4.1%
TOTAL LIABILITIES & EQUITY	546,646.86	501,832.55	44,814.31	8.9%

12:37 PM

11/14/19

Accrual Basis

PALS Plus, Inc.
Balance Sheet Prev Year Comparison
As of October 31, 2019

1. Reflects an adjustment made to fixed assets in September 2019.

Executive Director's Report – November 2019

Committees

The 2020 PALS Plus Committee call to arms email has been sent to the membership. Responses have been coming in slowly, but after a reminder, I am hopeful that we'll have a full roster for next year. As always, please encourage your staff to participate in PALS Plus committees, the great work that is done within a consortium to move services forward is accomplished at the committee level. Additionally, it ensures that your library's perspective is included in the decision making process.

Senator Kristin Corrado

Anne Krautheim arranged for an October 30 breakfast meeting with Senator Kristin Corrado of Totowa. Anne, Linda Hoffman, Mary Martin, Patti Perugino, Doreen Shoba, Catherine Wolverton and I met with the senator at her Totowa office and discussed the many issues and needs, chiefly financial, affecting libraries. We spoke in great detail of the need for an increase in the per Capita State Aid Program and expressed our hope that should would support the bill for additional funding. Senator Corrado generously offered guidance and voiced her long support for public libraries and the role they play in educating our communities.

Passaic County Museum Passes

PALS Plus will be partnering with the Passaic County Department of Cultural and Historic Affairs (DCHA) to develop a museum pass program that will offer passes to Passaic County museums at no cost to PALS Plus libraries. As is being discussed, the pass will grant access to Passaic County museums including (Dey Mansion (Wayne), Passaic County Arts Center (Hawthorne), Vanderhoff House (Clifton), Hamilton House Museum (Clifton), and Lambert Castle (Paterson). Additionally, the possibility of offering discounts on merchandise and admission to special events and programs at these museums is also being considered.

Windows 10 Upgrade

The Windows 10 upgrade project is underway. A great deal of effort has gone into preparing our infrastructure and your libraries for the upgrade and I am grateful for the work Jim, Jason, and Eli have done to get us to this point. At writing, Totowa is serving as our first (beta) library where all the elements of deployment are coming together. A plan of action for the remainder of participating libraries will be created from our experience with this site. Thank you all for your support as we've worked towards meeting the January deadline.

Upcoming Events

Event	Location	Date	Time
Thanksgiving Holiday		November 28 – 29, 2019	
Circulation Committee	Clifton	Thursday, December 5, 2019	10 AM
Information Management Committee	Clifton	Thursday, December 5, 2019	2:15 PM
Digital Services Committee	Wayne	Monday, December 9, 2019	11 AM

Teen Services Committee
Youth Services Committee
Technical Services Committee
PALS Plus Executive Board

Fairfield
Totowa
Little Falls
Clifton

Wednesday, December 11, 2019	10 AM
Monday, December 16, 2019	10 AM
Wednesday, December 18, 2019	10 AM
Thursday, November 19, 2019	10:15 AM

OPEN BORROWING MEMBERSHIP AGREEMENT

Membership

The Open Borrowing (OB) program supports walk-in borrowing by registered users beyond their home library's service area, county or consortium. Patrons in good standing may register at and borrow from any other participating member for the calendar year of this agreement.

All public libraries in the following institutions participate in Open Borrowing:

- Hunterdon County Library System & Affiliate Libraries
- Libraries of Middlesex Automation Consortium (LMxAC)
- Morris Automated Information Network (MAIN)
- PALS Plus
- Sussex County Library System
- Warren County Library System

The following libraries participate as standalone members:

- Sparta Public Library

Guidelines

Participating libraries agree to adhere to the rules and procedures established for the program. Information about procedures and lists of members will be updated and distributed to participants regularly via the website www.openborrowing.org or by other means.

Fee Structure

There are no membership fees associated with the Open Borrowing program.

Lending

Participating libraries are expected to lend materials to Open Borrowing patrons that they would normally lend to out-of-towners in their own consortium/county. Items which are restricted to their own patrons retain those restrictions.

Interlibrary lending within counties, when covered by other existing agreements, such as ReBL (Essex County), is exempt from OB agreements.

All OB libraries agree to accept materials returned and owned by libraries in the New Jersey Library Network. While these materials cannot be discharged by the receiving library, they will be returned via the statewide delivery system to the owning library.

Overdue Fines

Overdue fines shall be charged and collected by the item's owning library at the same rate that residents are charged.

Lost Materials

A patron's library is responsible for helping to collect any and all lost materials replacement fees to the item's owning library.

Statistics

All participants will gather and submit statistics showing library-to-library lending figures on at least an annual basis.

Monthly statistics will be sent to a designated contact using the form developed for this purpose.

Promotional Materials and Supplies

All participants are responsible for purchasing green Open Borrowing stickers.

Promotional materials, such as bookmarks, will be purchased cooperatively if the participants desire. Purchase of promotional materials is not a requirement for membership.

Confidentiality

New Jersey law prohibits library staff from disclosing information contained in library records, except as outlined in the Confidentiality of Library Records law (NJSA 18A:73-43:1). Libraries may share information about the borrowing status of patrons with other libraries in order to determine a patron's eligibility to borrow from participating Open Borrowing libraries. Each participating library will abide by the New Jersey Library Confidentiality Act (NJSA 18A:73-43:1) in handling all requests for patron data.