

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

**AGENDA**

Business Meeting

Sunshine Law

Call to order

Approval of the minutes of the October 25, 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

Announcements

Adjournment

Next Scheduled General Membership Meeting:  
May 23, 2019 at 10: 15 a.m. – Location TBD

**PALS Plus General Membership Meeting  
October 25, 2018  
Clifton Public Library - 10:15 a.m.**

**MINUTES**

**Members of the Executive Board met at 9:50 a.m. to vote on the 2019 PALS Plus budget**

- Ms. Pascale made a motion to recommend the 2019 PALS Plus budget to the membership. Ms. Ashley seconded the motion. The vote to recommend the 2019 PALS Plus budget to the general membership was unanimous.
- Mr. Pino made a motion to adjourn. Ms. Pascale seconded the motion. The meeting was adjourned at 9:59 a.m.

**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 10:25 a.m. by President Patti Perugino (Bloomingdale) at Clifton Public Library. In attendance were Justine Tomczak (Clifton), Christine Pelchat-Miller (Little Falls), Susan Serico (North Haledon), Michael Drazek (Pompton Lakes), Ricardo Pino (West Milford), Doreen Shoba (Wayne), Cheryl Ashley (Verona), Gillian Buonanno (Wanaque), Anne Krautheim (Totowa), Mibong La (Passaic County Community College), Tara Morstatt (Haledon), Linda Hoffman (Woodland Park), Claudine Pascale (Caldwell) and Luca Manna (PALS Plus). Cedar Grove, Fairfield, Passaic, Paterson and Ringwood were not represented.

**Approval of the minutes of the September 27, 2018 meeting**

Ms. Buonanno made a motion to approve the minutes of the September 27, 2018 meeting. Ms. Hoffman seconded the motion. The minutes were approved unanimously. Mr. Pino abstained.

**Public Petitions and Requests**

Mr. Pino made a motion to open the public portion of the meeting. Ms. Morstatt seconded the motion. There were no members of the public in attendance. Mr. Pino made a motion to close the public portion of the meeting. Ms. Ashley seconded the motion. The public portion of the meeting was closed.

**President's Report— Patti Perugino**

- Ms. Perugino discussed the LLNJ meeting attended by her and Mr. Manna at Princeton Public Library on October 15. Kathy Schalk-Greene and Mary Chute reported on issues

facing LLNJ currently such as delivery, the increase in cost of delivery and the fact that they have been flat-funded since 2011 (population has increased 300,000.) 2019 will be the final year of reserve usage for LLNJ. Mary Chute will be creating a survey to prioritize which services are most necessary.

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

Mr. Pino reviewed the balance sheet and budget vs. actual income for September and stated that Mr. Manna has made great progress in finalizing the depreciation of fixed assets. The balance sheet will change when the fixed assets are properly allocated. Ms. Hoffman made a motion to approve the treasurer's report. Ms. Miller seconded the motion. The treasurer's report was approved unanimously.

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

- Mr. Manna discussed the LLNJ meeting he attended with Ms. Perugino and said it was a good opportunity to have a frank discussion and hear how others in the state are feeling. The LLNJ Executive Board will vote in either December or January on whether the organization will dissolve. If the organization dissolves, the state will manage delivery until December 2019. Another 501c3 might be created to replace LLNJ.
- Mr. Manna would like to establish a delivery task force and get staff and patrons involved. A lengthy discussion ensued.
- Regarding the Tech Support position, scenario C was chosen in the straw poll taken at the last meeting. To facilitate budgeting this position, \$18,013 representing 25% of the possible costs was added to the personnel line on the budget by Mr. Manna.
- Mr. Manna urged the membership to encourage their staff to respond to the 2019 Committee participation call to arms email that will be sent.
- Mr. Manna presented an update to the Construction Bond Act and an informal timeline.
- Mr. Manna reminded the members to submit their community stories to add to the Freeholder letter.

#### **Committee Reports**

- The Tech Services Summit took place on October 18<sup>th</sup> at Fairfield Public Library. 30 people were in attendance. Quality information was shared and discussed. Please contact Mr. Manna with any suggestions for future conferences.

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

#### **New Business**

- Approval of the 2019 budget for PALS Plus – Mr. Pino made a motion to approve the 2019 budget for PALS Plus. Ms. Serico seconded the motion. The motion was approved unanimously.
- Board Elections – Mr. Drazek presented the Slate of Executive Board Members and Officers

for approval. Ms. Serico made a motion to approve the newly elected board members. Ms. Czesak seconded the motion. The new members of the 2019 PALS Plus Executive Board were approved unanimously.

#### **Announcements**

- Ms. Buonanno announced that the Wanaque library had been loaning books to the children's long term care hospital that reported several deaths from adenovirus. In order to protect her staff and patrons, Ms. Buonanno requested that PALS Plus discard the books in the system that are currently in the hospital's possession.
- Ms. Pelchat-Miller is retiring on December 15<sup>th</sup>. Ms. Pelchat-Miller feels that it is a good time to exit as many projects that were in the works for a long time at the library have been completed and everything is going very well.
- Ms. Ashley invited the membership to the Grand Opening Ceremony of the Verona Public Library on December 1<sup>st</sup>. The library will be closing to the public on November 19<sup>th</sup> in order to move and organize.
- Ms. Pascale announced that construction is underway at Caldwell Public Library. It will be a few more weeks until completion at which time there will be a grand re-opening.
- Ms. Perugino announced her 30<sup>th</sup> anniversary working at Bloomingdale Free Public Library.

**Adjournment** – Mr. Pino made a motion to adjourn the meeting. Ms. Morstatt seconded the motion. The meeting was adjourned at 11:45 a.m.

Next Scheduled General Membership Meeting – March, 2019 - TBD

# PALS Plus

2019 PALS PLUS BUDGET VS ACTUAL	February	YTD	Budget	Balance	
<b>INCOME</b>					
Assessment	\$ 88,932	\$ 120,152	\$ 646,817	\$ (526,665)	19%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Interest Income	\$ 148	\$ 310	\$ -	\$ 310	
Other Income	\$ -	\$ -	\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ -	\$ -	
<b>Total Budgeted Income</b>	<b>\$ 89,080</b>	<b>\$ 120,462</b>	<b>\$ 716,817</b>	<b>\$ (596,355)</b>	<b>17%</b>
<b>EXPENSES</b>					
Advocacy and Public Relations	\$ -	\$ 9	\$ 2,500	\$ 2,491	0%
Capital Expenses	\$ 2,034	\$ 4,240	\$ 32,100	\$ 27,860	13%
Contracts and Subscriptions	\$ 6,003	\$ 7,115	\$ 162,385	\$ 155,270	4%
Digital Collections	\$ 10,521	\$ 42,554	\$ 59,000	\$ 16,446	72%
Fee for Service	\$ 134	\$ 1,330	\$ 14,500	\$ 13,170	9%
Group Purchases <sup>A</sup>	\$ (9,533)	\$ 3,092	\$ -	\$ (3,092)	
Office Supplies and Equipment	\$ 48	\$ 494	\$ 3,700	\$ 3,206	13%
Official Business	\$ 28	\$ 1,157	\$ 7,500	\$ 6,343	15%
Personnel including Tech Support <sup>A</sup>	\$ 23,986	\$ 67,992	\$ 401,407	\$ 333,415	17%
Rent	\$ -	\$ 4,200	\$ 16,800	\$ 12,600	25%
Telecom: Members <sup>A</sup>	\$ (88)	\$ 1,942	\$ -	\$ (1,942)	
Telecom:PALS Plus	\$ 2,376	\$ 4,753	\$ 11,925	\$ 7,172	40%
<b>Expenses</b>	<b>\$ 45,130</b>	<b>\$ 133,844</b>	<b>\$ 711,817</b>	<b>\$ 577,973</b>	<b>19%</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>\$ 45,130</b>	<b>\$ 133,844</b>	<b>\$ 716,817</b>	<b>\$ 582,973</b>	<b>19%</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 February 28, 2019**

	Feb 28, 19	Feb 28, 18	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	158,474.61	207,974.17	-49,499.56	-23.8%
10250 · VNB ACH Acct [8040]	2,645.63	12,783.49	-10,137.86	-79.3%
10300 · PALS Plus NJ Cash Management	79,144.40	77,582.64	1,561.76	2.0%
10350 · VNB Money Market Acct	32,160.60	32,144.53	16.07	0.1%
Total Checking/Savings	272,425.24	330,484.83	-58,059.59	-17.6%
Accounts Receivable				
11100 · PALS Plus Member Invoices	131,280.80	153,045.96	-21,765.16	-14.2%
Total Accounts Receivable	131,280.80	153,045.96	-21,765.16	-14.2%
Total Current Assets	403,706.04	483,530.79	-79,824.75	-16.5%
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>428,379.63</b>	<b>508,204.38</b>	<b>-79,824.75</b>	<b>-15.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	94,909.63	113,399.23	-18,489.60	-16.3%
Total Accounts Payable	94,909.63	113,399.23	-18,489.60	-16.3%
Total Current Liabilities	94,909.63	113,399.23	-18,489.60	-16.3%
Total Liabilities	94,909.63	113,399.23	-18,489.60	-16.3%
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	9,514.80	48,252.16	-38,737.36	-80.3%
Total Equity	333,470.00	394,805.15	-61,335.15	-15.5%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>428,379.63</b>	<b>508,204.38</b>	<b>-79,824.75</b>	<b>-15.7%</b>

12:19 PM

03/07/19

Accrual Basis

**PALS Plus, Inc.**  
**Balance Sheet Prev Year Comparison**  
**As of February 28, 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 – March 2019 Membership Meeting**

PALS Plus was established in 1992. Much has been accomplished over the last quarter century and our momentum continues to move us forward into our 27th year. At this, our first membership meeting of the year, I thought I'd take an opportunity to highlight some of the initiatives, projects, and events that are on the horizon for 2019.

The visionary work that moves a consortium forward could not occur without our committees and much of what we'll accomplish this year will be because of the dedication and foresight of our committees and the talent of my staff at the PALS Plus office. I am forever grateful for the support that committees continue to give to this organization.

### **GENERAL SERVICES**

Perhaps a little too early to mention these as ready for go-live in 2019, but as several committees will be working on investigating the possible implementation of three new patron focused services, I feel they are worth a mention.

#### **Automatic Renewals**

The PALS Plus Policy Committee is taking the lead in investigating the many intricacies of implementing automatic renewals.

#### **Texting Notifications**

Long requested by library patrons, the PALS Plus Circulation Committee is leading the investigation of implementing texting notifications to patrons.

#### **Credit Card Payments**

The PALS Plus Policy Committee is also taking the lead on implementing credit card payments. This is by far the most complex of the three possible new services, but the groundwork has begun.

### **MARKETING & PROMOTION**

Effectively marketing our products and services is one of the most challenging aspects of our job. The work of our committees will benefit all or members with content to engage our public. Here is what we have planned so far for 2019.

#### **Promotional Tools**

The PALS Plus Public Relations Committee will host a workshop showcasing many of the marketing tools and platforms freely available to anyone charged with creating promotional materials for library services and programs.



## **Brochure**

Working with the PALS Plus Public Relations Committee, we are in the process of finalizing the design and information contained on the PALS Plus brochure. It will include a map of our service region, location and contact information for each library, FAQ, and an infographic drawing attention to some fun facts.

## **Digital Collections**

In an effort to increase awareness of and overcome the technophobia in getting started with using our digital services, working with the PALS Plus Digital Services committee, a series of pamphlets with basic instructions to help patrons get started with using OverDrive, hoopla, and RBDigital will be created. The series may also expand to device and format specific pamphlets, based on need.

The PALS Plus Digital Services committee will also work on highlighting content for each platform and have direct marketing campaigns designed for social media channels.

## **Summer Program**

The PALS Plus Public Relations Committee will once again oversee a summer initiative. Details are still being developed, but this year the goal will shift from travelling to PALS Plus libraries to showcasing the various services and collections libraries offer.

## **OUTREACH**

In 2019, we will continue our efforts to engage with our current and prospective patrons inside and outside the library through our outreach commitments.

### **1000 Books Before Kindergarten Celebration**

The PALS Plus Youth Services Committee will host what has become a biannual event: a celebration for our youngest readers who reach the milestone of having read 1,000 books before kindergarten.

### **Passaic County Fair**

Through the efforts of the PALS Plus Public Relations Committee, PALS Plus will be once again be represented at the annual Passaic County Fair on August 15-18, 2019 at the Garret Mountain Reservation. Volunteers from the committee and PALS Plus libraries will be promoting the services of the consortium and our libraries. As every library in PALS Plus benefits greatly from the annual contribution to our operations by the Passaic County Board of Chosen Freeholders, having a presence at the fair helps cement this important relationship. Fingers crossed that this year's event won't be washed out as it was last year.

### **Senior Extravaganza 2018**

Again, through the efforts of the PALS Plus Public Relations Committee, PALS Plus will once again be represented at the 2-day Senior Extravaganza event sponsored by the Passaic County Board of Chosen Freeholders in conjunction with the Department of Senior Services. This event is scheduled for May 16 & 17, 2019.

### **TRAINING**

Improving employee performance and ensuring that information is communicated to all relevant staff is critically important.

#### **Summits**

The PALS Plus Technical Services and Circulation committees will once again host summits in the fall of 2019 to discuss issues that pertain to core library functions.

#### **Promotional Tools**

And because it also fits under the training category, I will mention the workshop being developed by the PALS Plus Public Relations Committee on the readily available productivity tools which you can use to develop marketing and promotional materials.

#### **Webinars**

With the recent hiring of a catalog and metadata librarian, expect more webinars designed as refreshers and introductions to tools such as BLUECloud Analytics and those focused on specific database housekeeping projects.

#### **Trustee Ed**

PALS Plus will once again offer an education event for library trustees. This year, the event will be held on Saturday, April 6, 2019 at the Wayne Public Library. Jeanne Marie Ryan and our own Linda Hoffman will speak on the New Jersey Library Construction Bond Act: its history and how a library can prepare for the grant process.

### **MISCELLANEA**

#### **Windows 10 Upgrade**

In January of 2020, Windows 7 will no longer be supported by Microsoft. We have begun the preparatory steps of upgrading all public and staff machines by that date. This is a massive undertaking, but I am confident that all will be ready by January 2020.

#### **PALS Plus Resource Central**

The PALS Plus Information Management Committee is diligently working on finalizing the new repository of all things PALS Plus which may be named PALS Plus Resource Central.

### **PALS Plus by the Numbers**

As the annual state filings are finalized and we receive copies, we'll again compile a PALS PLUS by the Numbers: Analyzing Expenses, Funding, Patrons, Circulation, Collection Use and Programming report. This analysis allows us to look at the numbers we report a little differently and hopefully reveal some new insights, not only about your library, but the consortium as a whole.

This is just a sample of what is proving to be an ambitious year but I have every confidence that together we can achieve our goals. "Libraries connecting communities." It's what we do!