



INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

MINUTES OF BOARD OF DIRECTORS MEETING February 27, 2014 Dixon University, Harrisburg, PA

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members – Scott DiMarco, Katherine Furlong, Krista Higham, Anne Kruger, Georgia Laudenslager, Denise Sticha, Philip Tramdack, Catherine Wilt
Management Services – Pamela Dinan

ABSENT Barbara Coopey, Roberta Jacquet, Christine LaMark, Mary Maguire, State Representative Patrick Harkins, Barbara Zaborowski

President Katherine Furlong called the meeting to order at 10:34 am.

WELCOME

APPROVAL OF MINUTES

Approval of minutes of the Board of Directors meeting on October 8, 2013. MOTION by DiMarco; Seconded by Tramdack; Approved by all.

Approval of minutes of the Board of Directors Electronic Vote on December 18, 2013. MOTION by DiMarco; Seconded by Tramdack; Approved by all.

FINANCIAL REPORT

Pamela Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the 2013 fourth quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$1,921,785 as of December 31, 2013; the liabilities totaled \$124,427. This leaves IDS Net Assets totaling \$1,797,357 at the end of the fourth quarter 2013. In the Statement of Activities Budget vs. Actual report (Jan-Dec 2013), total revenue was \$1,888,280 while total expenses were \$1,803,754, leaving an increase in net assets of \$84,525. IDS spent 76% of its 2013 budget as of December 31, 2013, and is in good standing financially.

The State Funding report shows that IDS has not received payments from the state since June 2013; Dinan and Furlong discussed the various delays that were encountered. IDS has used fund balance amounts totaling \$393,600 in the absence of receiving the funds; this demonstrates the importance of the Board Designated Operating Reserve Fund currently set at \$918,389. The balance of the PA INVEST account is \$1,292,233 as of December 31, 2013.

Dinan noted that the 2013 financial audit is underway with Maille, LLP. The audit will be distributed to the Board.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the fourth quarter of 2013 was distributed. In comparison to the fourth quarter in 2012, the number of UPS accounts decreased from 194 to 182. Fourth quarter shipping showed a decrease in packages (from 110,655 to 106,949); the shipping expense showed a decrease (from \$443,687 to \$438,515.82).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 47%, or \$389,288 (from the gross amount of \$827,803) on third quarter shipping costs. In 2013, IDS saved 48%, or \$1,575,398 (from the gross amount of \$3,298,522).

Dinan presented a spreadsheet detailing the weekly shipping charges from January 1 to December 31, 2013 and explained the rationale for the various service charges. Dinan noted that UPS has not charged IDS for address corrections since July 2013, even though address corrections are noted on the weekly invoices. IDS Management has made UPS aware of the discrepancy verbally and in writing.

Based on a February 7, 2014 snapshot, IDS has 180 Full Members and 228 Affiliates, totaling 408 members. During the 2014 membership renewal period, IDS lost one full member (Cooperstown Public Library) and 35 affiliates (all school libraries). IDS gained 2 new affiliate libraries in 2014.

Dinan provided an update on the UPS Smart Pickup project. Since the rollout of Smart Pickup in November 2013, 11 libraries have switched to Smart Pickup (a list of the libraries was distributed). Dinan shared positive feedback about Smart Pickup from six libraries. Moving forward, IDS Management will collect statistics to analyze the financial benefits of Smart Pickup.

An updated board roster was distributed.

OFFICE OF COMMONWEALTH LIBRARIES REPORT – No Report

COMMITTEE REPORTS

A. Nominating Committee – *Tina LaMark* (Chair), Mary Maguire, Catherine Wilt

1. The 2014 Election results were distributed.
2. Preparations for the 2015 Election were discussed.

B. Finance Committee – Krista Higham (Chair), Roberta Jacquet, Scott DiMarco, Vacant
No Report

C. Planning Committee – Philip Tramdack (Chair), Denise Sticha

1. Sticha discussed the survey questions she created to collect ILL information from public and school libraries. Sticha expressed that all but two district libraries were full members of IDS and she did not feel that the survey was necessary.
2. Dinan shared a summary report of the data that Access PA made available based on the amount of the books requested and shipped by K-12 school libraries from July 1, 2012 – June 30, 2013. Dinan analysis showed:
 - i. There are not a high number of K-12 libraries shipping a high volume of books.
 - ii. There are 7 private schools that can be targeted for membership.
 - iii. If IDS created a K-12 pricing structure, the report provides a list of 33 libraries that could be targeted.

The board discussed the need to collect more information about K-12 schools and ILL. Dinan will reach out directly to the 33 schools on the list to collect more information about their ILL shipping needs and interest in IDS.

3. Higham requested that the board consider allowing IDS full members to ship nationwide. Dinan will conduct a survey of the full members to gauge interest and potential package amounts. The board will consider launching a pilot in July.

- D. Ad-Hoc Member-Fee Review Committee - Roberta Jacquet (Co-Chair), Denise Sticha (Co-chair), Georgia Laudenslager, Krista Higham, Phillip Tramdock
 1. The board has decided not to restructure IDS member fees.
 2. Please see item 2 under the Planning Committee regarding the discussion about K-12 schools.

- E. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Vacant
 1. Copies of the updated IDS brochure were distributed.
 2. Laudenslager will write a letter of thanks to D. Scott Lyttle for making the brochure updates at no cost.
 3. The board discussed having an exhibitor’s booth at PSLA in May 2014, but decided not to move forward.

- F. Ad-Hoc Management Contract Review Committee – Katherine Furlong, Scott DiMarco
 1. Both parties have executed the updated Management contract. A motion to dissolve this committee was made by Sticha; Seconded by DiMarco; Approved by All.

- G. Committee Reassignments are tabled until the July 2014 meeting.

OLD BUSINESS

- A. Pennsylvania Integrated Library System (PAILS) Update – PAILS is looking to begin adding new members in the future.
- B. Governor’s Advisory Council (GAC) Presentation at PaLA – Furlong reported that the presentation went well and that there was great interest in the participation of K-12 libraries.
- C. Annual Member Meeting Presentation at PaLA – Dinan reported that 25-30 people attended the meeting, with positive feedback about the presentation. There were no concerning questions or action items from the meeting.

NEW BUSINESS

- A. HSLC/Access PA Conversation with Maryam Phillips, HSLC Executive Director – Phillips provided a brief overview of HSLC, the work that has been done with Access PA and Power Library in the past year, and the challenges that the organization is facing. One of Phillips’ main goals is to update/replace the current systems supporting Access PA. Phillips looks forward to increased communication with Dinan and IDS.
- B. Statewide Support Organizations – Dinan reported that she met with Stacey Aldrich, Deputy Secretary of the State Library, Maryam Phillips, Executive Director of HSLC, and Lew Mauer, Executive Director of PAILS, on February 25, 2014. At the meeting, Aldrich expressed her vision of having a statewide ILS and digital repository, similar to the [National Library of Australia’s TROVE](#) system. The three support organizations will work with Aldrich on the next steps of conducting a planning study for this project.
- C. IDS Presentation for the Central PA Resource Sharing Group – Dinan reported that she was invited by Barbara Coopey to give a presentation to this group on May 7, 2014 about IDS.

ANNOUNCEMENTS

None

ADJOURNMENT

MOTION to adjourn by Tramdack; Seconded by Higham; Approved by all. Meeting adjourned at 3:17pm.

2014 BOARD MEETING DATES

Tuesday, July 15, 2014

Tuesday, October 14, 2014

The Annual Member Meeting will be held during the PaLA Annual Conference, which is being held Sept 29 – October 1, 2014 in Lancaster.

Minutes prepared by Pamela Newman Dinan, IDS Administrator, March 3, 2014.

Minutes reviewed by Georgia Laudenslager, March 7, 2014.