



INTERLIBRARY DELIVERY SERVICE of *Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

***MINUTES OF BOARD OF DIRECTORS MEETING
February 26, 2013 Dixon University, Harrisburg, PA***

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members –Beth Bisbano, Lisa Rives Collens, Scott DiMarco, Katherine Furlong, Krista Higham, Roberta Jacquet, Tina LaMark, Georgia Laudenslager, Lyn Meek, Philip Tramdack, Cathy Wilt
Management Services – Pamela Newman Dinan

ABSENT State Representative Patrick Harkins, Mary Maguire, Denise Sticha

President Katherine Furlong called the meeting to order at 10:33 am.

WELCOME

Katherine Furlong welcomed Stacey Aldrich, Deputy Secretary, Office of Commonwealth Libraries, and Mark Hoffman, Director of Instructional Materials and Technology, Bucks County Intermediate Unit #22, to the meeting.

APPROVAL OF MINUTES

Approval of minutes of the Board of Directors meeting on October 16, 2012. MOTION by DiMarco; Seconded by Higham; Approved by all.

FINANCIAL REPORT

Pamela Newman Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the 2012 fourth quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$1,798,801 as of December 31, 2012; the liabilities totaled \$85,969. This leaves IDS Net Assets totaling \$1,712,832 at the end of the fourth quarter 2013. The Board Operating Designated Reserve Fund is set at \$950,188. In the Statement of Activities Budget vs. Actual report (Jan-December 2012), total revenue was \$1,961,284 while total expenses were \$1,856,759, leaving an increase in net assets of \$104,525. IDS has spent 78% of its 2012 budget as of December 31, 2013, and is in good standing financially.

The State Funding report shows that the PA Treasury Department is up-to-date in its payments for 2012. Dinan noted that state payments were delayed six months (July 2012-December 2012) due to the rider not yet being fully executed by the State; this demonstrates the importance of the Board Designated Operating Reserve Fund. The balance of the PA INVEST account is \$1,291,566 as of December 31, 2012.

Dinan noted that the 2012 financial audit is underway with Maille, Falconiero & Company, LLP. The audit will be distributed to the Board.



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ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the fourth quarter of 2012 was distributed. In comparison to the fourth quarter in 2011, the number of UPS accounts decreased from 197 to 194. Fourth quarter shipping showed a decrease (from 114,848 to 110,655); the shipping expense showed a decrease (from \$460,833 to \$443,687). Due to the incentives that IDS receives through its contract with UPS, shipping costs decreased by 45%, or \$364,374 (from the gross amount of \$808,062) for the fourth quarter.

Pamela Newman Dinan presented a spreadsheet detailing the weekly shipping log from January 1 to December 31, 2012 and explained the rationale for the various service charges.

As of February 21, 2013, IDS had 180 Full Members and 241 Affiliates, totaling 421 members. Compared to 2012, this is a decrease of 14 Full Members and 96 Affiliate Members.

As requested at the October 2012 Board Meeting, Dinan provided a memorandum detailing UPS Delivery Area Surcharges.

Dinan presented a report a Full Member Method of Shipping Report based on package count. This report provides context to discussions about CampusShip and Smart Pickup.

Dinan reported that moving IDS to a CampusShip option does not fully address the organizational issues initially presented by UPS:

1. Unified Address Book – CampusShip does allow for a unified member address book; however, this would not help to reduce or eliminate address corrections. IDS does not have access to a master, regularly updated list of the address of PA libraries.
2. Smart Pickup - IDS can participate in Smart Pickup without using Campus Ship.
3. Residential Charges – CampuShip does allow a block on shipping to residential locations.

Dinan recommends that IDS does not pursue an organizational switch to CampusShip at this time. IDS Administration will keep it as a consideration in the future.

Dinan presented a summary of the Smart Pickup option, which allows UPS to stop at a library when they have a pickup instead of stopping everyday. Due to the incentives that IDS receives, Smart Pickup would eliminate the weekly service charges for low-volume libraries. The Board determined that IDS Administration can move forward with implementing a pilot project and surveying membership for volunteer participation.

The 2013 Board of Directors Roster was distributed.

OFFICE OF COMMONWEALTH LIBRARIES REPORT

Report presented by Beth Bisbano, Library Development Advisor

Beth introduced Stacey Aldrich, Deputy Secretary of the Office of Commonwealth Libraries. Aldrich shared her background and stated that she was taking time to get to know Pennsylvania libraries. Aldrich is particularly interested in creating a visual map illustrating how the various library services offered in Pennsylvania (AccessPA, Power Library, IDS, PAILS, etc) fit together to help decision makers around the state understand the importance of each service as part of the larger system.



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COMMITTEE REPORTS

A. Committee Assignment Review

1. The changes to committee assignments are noted next each committee name. Strikethroughs indicate removal from the committee; italics indicate a new assignment.

- i. The Planning Committee will remain at two directors while the Member-Fee Review Committee is working.

B. Nominating Committee – ~~Katherine Furlong~~ *Tina LaMark*(Chair), Mary Maguire, Cathy Wilt

The committee will present a slate of candidates for the 2014 election at the July 2013 meeting.

C. Finance Committee – Krista Higham (Chair), Lyn Meek, Roberta Jacquet, Scott DiMarco

The committee will present a proposed 2014 budget to the Board at the July 2013 meeting.

D. Planning Committee – Phil Tramdack (Chair), ~~Pam Murphy~~, Denise Sticha

1. K-12 Library Survey results were tabled for presentation by the Ad-hoc Bylaws Review Committee presentation.

2. UPS vs. USPS Shipping Costs – Dinan presented a report on the comparison of shipping costs between UPS and USPS. This document could become a key for members to understand why IDS is a cost-effective shipping option. The marketing committee should explore this to create toolkit for members.

E. Ad-Hoc Member-Fee Review Committee - Bobbi Jacquet (Co-Chair), Denise Sticha (Co-chair), Georgia Laudenslager, Krista Higham, Lisa Rives Collens, Phillip Tramdack, *Katherine Furlong*

1. Presentation of Re-structure Scenarios – The committee presented three scenarios:

- i. Scenario 1 focuses on reducing the number of membership categories from 18 to 10, while balancing the price per package for each category. Concerns: the large jumps in member fees for certain categories, the idea of decreasing categories when members often ask for more (smaller) categories, the board would be locked into this two-year plan and would not be able to implement additional fee increases.

- ii. Scenario 2 focuses on reducing membership fees for smaller shippers by 20%, while increasing member fees by 5 or 10% for larger shippers.

- iii. Scenario 3 focuses on developing a reduced pricing structure for K12 school libraries to participate in IDS as full members.

2. The committee will meet again to discuss next steps for the July 2013 board meeting.

F. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Lisa Rives Collens

No Report



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OLD BUSINESS

- A. Pennsylvania Integrated Library System (PAILS) Update – Reported by Collens
1. Tony Kratowicz (K'nex Brands, Ins) and Scott Thomas (Lackawanna County Library System) have joined the PaILS Board.
 2. HSLC announced that the organization's new Executive Director will be Maryam Phillips, from MCLINC.
 3. The first annual SPARK Users Group meeting was held at the Altoona Library on Nov. 9, 2012. Representatives from eleven member libraries attended, as well as representatives from HSLC, SPARK and the PaILS board.
- B. IDS Database Request For Proposals and Recommendation - In February 2012, IDS Management recommended that IDS upgrade the current member database to improve efficiency and data reporting for IDS Management. The IDS Board of Directors gave approval for IDS Management to complete a request for proposals for this service. IDS received proposals from the following companies: Sabre Systems, Inc., IT Solutions Consulting, Inc., and Vantage Communications. The database team recommends Sabre Systems, Inc. as the preferred vendor for this project. Sabre's \$16,000 proposal is strong in terms of meeting all of the requirements of the project and the team has no concerns or reservations in moving forward with this vendor. MOTION by Wilt to approve the Bucks county Intermediate Unit #22 to contract with Sabre on IDS' behalf for the database project as presented in the proposal. Seconded by Higham; Approved by All.

NEW BUSINESS

- A. Revision of Management Contract – Lyn Meek discussed that the contract with the Bucks County Intermediate Unit #22 needs to be updated. MOTION by Katherine Furlong to create an Ad-hoc Management Contract Review committee to complete this work. Seconded by Meek; Approved by All.
- a. Committee members are Katherine Furlong, Lyn Meek, and Scott DiMarco.

ANNOUNCEMENTS

Dinan shared that a report on IDS and its' management relationship with BCIU22 was presented to the BCIU22 Board of Directors in January 2013. A copy was provided to the Board.

ADJOURNMENT

MOTION to adjourn by Furlong; Seconded by Wilt; Approved by all. Meeting adjourned at 2:42pm.

2013 BOARD MEETING DATES

All Board Meetings will take place at Dixon University in Harrisburg, PA and begin at 10:30am.

Tuesday, July 16, 2013

Tuesday, October 8, 2013

The Annual Member Meeting will be held during the PaLA Conference, October 20-23, 2013 in Seven Springs.

Minutes prepared by Pamela Newman Dinan, IDS Administrator, March 15, 2013

Minutes reviewed by Georgia Laudenslager, March 21, 2013