



## INTERLIBRARY DELIVERY SERVICE of Pennsylvania

705 N. Shady Retreat Road, Doylestown, PA 18901

### **MINUTES OF BOARD OF DIRECTORS MEETING October 8, 2013 Dixon University, Harrisburg, PA**

**NOTE:** UNDERLINING INDICATES ACTION ITEMS.

**PRESENT** Board Members – Lisa Rives Collens, Scott DiMarco, Katherine Furlong, Krista Higham, Roberta Jacquet, Anne Kruger, Tina LaMark, Georgia Laudenslager, Mary Maguire, Lyn Meek, Denise Sticha, Philip Tramdack, Cathy Wilt  
Management Services – Pamela Dinan

**ABSENT** State Representative Patrick Harkins,

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 August 13, 2013. MOTION by DiMarco; Seconded by LaMark; 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 third quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,253,659 as of September 30, 2013; the liabilities totaled \$69,574. This leaves IDS Net Assets totaling \$2,184,084 at the end of the third quarter 2013. In the Statement of Activities Budget vs. Actual report (Jan-Sept 2013), total revenue was \$1,811,091 while total expenses were \$1,339,838. IDS has spent 56% of its 2013 budget as of September 30, 2013, and is in good standing financially.

The State Funding report shows that IDS has not received payments for the state since June 2013; Dinan noted that the rider was still being processed for signatures. IDS has used fund balance amounts totaling \$147,600 in the absence of receiving the funds. The balance of the PA INVEST account is \$1,292,017 as of September 30, 2013.

Wilt shared that PALCI is still reviewing its investment strategy and will share the results with the Board.

Approval to revise 2013 budget to account for increased State Funds in the amount of \$400 (Add \$400 to State Funds line to total \$590,400, Subtract \$400 from the Reserve line to total \$310,601). MOTION by Meek; Seconded by DiMarco; Approved by All.

Dinan notified the Board that the Supplies line will be over the 2013 budgeted amount by \$16,000 due to the cost of the new IDS Database approved in July 2013, paid to Sabre Systems.

## **ADMINISTRATOR'S REPORT**

The UPS Quarterly Cost of Shipping Report for the third quarter of 2013 was distributed. In comparison to the third quarter in 2012, the number of UPS accounts decreased from 194 to 180. Third quarter shipping decreased 4% (from 99,167 to 95,320); the shipping expense decreased by 2% (from \$400,672 to \$393,293).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 47%, or \$347,492 (from the gross amount of \$740,786) on third quarter shipping costs.

Dinan presented a spreadsheet detailing the weekly shipping log from January 1 to September 28, 2013 and explained the rationale for the various service charges.

As of September 30, 2013, IDS had 181 Full Members and 242 Affiliates, totaling 423 members. On September 1, 2013, IDS added one new out-of-state PALCI member, Rutgers University Health Sciences at Newark. New York University has delayed the start of its membership.

Dinan provided an update on the UPS Smart Pickup project. Dinan and Jim Downs, UPS Representative, will hold a webinar for all members in mid-November to present the Smart Pickup option. The goal of moving some members to Smart Pickup is to cut down on daily pickup service charges, which totaled \$27,893 for the first three quarters of 2013.

An updated board roster was distributed.

Dinan reported that she had an informal meeting with Maryam Phillips, Executive Director, and Cindy Pitchon, Director of Public Services, of HSLC. Dinan gave a brief overview of IDS and shared the work of the board centered on member fees and expanding services to underserved library types. The board discussed reaching out to HSLC to discuss a more formal communication plan between IDS and HSLC so that both organizations can support each other's work and efforts. Dinan will invite Phillips to meet with board members at PaLA to continue the conversation. Dinan will formally invite Phillips to the February 2014 IDS Board Meeting.

## **OFFICE OF COMMONWEALTH LIBRARIES REPORT**

Report presented by Anne Kruger, Library Development Advisor

The Power Library website has been recreated and can be accessed here: <http://www.powerlibrary.org/>. A Power Library marketing campaign is being launched with billboards and ads on busses to make the resources more visible to the public.

Access PA resources can now be accessed through a virtual e-card so that all Pennsylvanians have access. After signing up for an e-card, the user is pointed to their local library branches.

The Office of Commonwealth Libraries should now be called the State Library of Pennsylvania.

PDE is rebuilding their website so that departments will have more control of their own webpages.

## **COMMITTEE REPORTS**

### **A. Nominating Committee —*Tina LaMark* (Chair), Mary Maguire, Cathy Wilt**

Dinan reported that the election is underway and ends on Friday, October 11. Board Members will be notified of the results and the official announcement will be made at the Annual Member Meeting on October 22, 2013.

- B. Finance Committee – Krista Higham (Chair), Lyn Meek, Roberta Jacquet, Scott DiMarco  
A copy of the 2014 Budget was distributed.
- C. Planning Committee – Phil Tramdack (Chair), Denise Sticha
1. Tramdack provided a list of potential private schools as a potential client base for IDS membership.
  2. There is still a need to collect information regarding ILL needs and volume in public and school libraries. Dinan has asked Access PA for ILL statistics for K-12 libraries. Dinan will share the Access PA statistics with the Board.
  3. Higham asked that nation-wide shipping be considered as a way to increase efficiency for IDS members.
- D. Ad-Hoc Member-Fee Review Committee - Bobbi Jacquet (Co-Chair), Denise Sticha (Co-chair), Georgia Laudenslager, Krista Higham, Lisa Rives Collens, Phillip Tramdack
1. Jacquet reported that after much discussion, the current member fee structure is covering costs and that former members have dropped service due to low shipping volume.
  2. Jacquet suggested that IDS consider ways to meet the needs of K-12 libraries from a cost perspective.
  3. Kruger noted that K-12 schools are closing/losing library services. The State Library is now trying to meet the needs of the K-12 school libraries through the public libraries.
- E. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Lisa Rives Collens
1. The updated brochure was presented to the Board. Dinan will have the brochure printed for distribution at the PaLA conference.
- F. Ad-Hoc Management Contract Review Committee – Lyn Meek, Katherine Furlong, Scott DiMarco
1. The board was presented with a second read of the revised management contract with the Bucks County Intermediate Unit #22. The committee made a motion to approve the contract as presented; Seconded by Higham; Approved by all.

## **OLD BUSINESS**

- A. Pennsylvania Integrated Library System (PAILS) Update – PAILS is looking to begin adding new members in the future.
- B. IDS Database Update – Dinan reported that the new IDS Database is live and undergoing operational testing with the IDS Administrative Team. Dinan gave a brief demonstration on the functionality of the member and administrative interfaces. The database would be live for member use in a few weeks for member renewal.

## **NEW BUSINESS**

- A. Governor’s Advisory Council (GAC) Presentation at PaLA – Furlong announced that she was invited to give a brief report on IDS at the GAC.
- B. Annual Member Meeting Presentation at PaLA – Furlong and Dinan will lead the meeting on October 22, 2013 at 9:00am.

### *Effective and Efficient: The Interlibrary Delivery Service of Pennsylvania*

Have you ever wondered how Pennsylvania libraries ship over 400,000 packages annually to facilitate interlibrary loan? Come to this session to learn more about how IDS works to reduce shipping costs for its member libraries. This meeting will be informational and will function as the annual meeting for member libraries.

## **ANNOUNCEMENTS**

Furlong presented Certificates of Appreciation to Lyn Meek, Lisa Rives Collens, and Beth Bisbano for their service and dedication to the IDS Board of Directors.

## **ADJOURNMENT**

MOTION to adjourn by Furlong; Seconded by Jacquet; Approved by all. Meeting adjourned at 2:37pm.

## **2013 MEETING DATES**

Annual Member Meeting has been confirmed for Tuesday, October 22, 2013 at 9:00am at the PaLA Annual Conference held at the Seven Springs Mountain Resort.

## **2014 BOARD MEETING DATES**

Tuesday, February 18, 2014 (Snow Date Thursday, February 27, 2014)

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, November 5, 2013.

Minutes reviewed by Georgia Laudenslager, November 7, 2013.