

Southern Systems Delivery Committee
11/10/2010

Present: Dick Helton, Elaine Steingrubey (Alt –LCLS), Marian Albers, Allen Lanham, Leslie Bednar, Doris McKay

Absent: Ron

Delivery Committee voted to post their minutes, as well as the working group notes, to CooperationToday. Dick moved. Marian seconded. The motion passed with all eyes.

There was a review of the Delivery Subcommittee Charge and how does this need to be adapted in lieu of Anne Craig's most recent memo.

Charge

Determine delivery needs of each existing southern system and delivery benchmarks:

- can delivery be maintained and the current level and frequency across the entire new organization?
- what physical assets are available (i.e. fleet) currently?
- what efficiencies might be utilized?

Determine any differences between current delivery thresholds and delivery standards maintained by ISL:

- any reconciliation needed?

Determine overall cost of delivery, recommended procedures, and best practices to adapt. Make recommendation on delivery structure to committee of the whole.

The Delivery Committee discussed how to determine the number of days of delivery per library. There was discussion of how a no key library had failed to notify ShLS that they would not be open and as a result a 2 hrs run to that library was for no reason as the library was closed. There was then a discussion of the possibility of fines to libraries.

The committee discussed the use of volume as being the deciding factor for establishing the frequency of delivery, the goal being to establish levels of high, medium and low for all four systems to implement to set uniform standards for delivery so that an RFP can be sent out. There was a discussion of how to tie the number of days of weekly delivery to volume. There was a discussion of school volume and district delivery. There was also a discussion of the issue of van capacity with regard to 4 day delivery being the standard, but allowing for exceptions getting five where the volume was sufficient to cause problems with the van capacity if there were only four days as a standard.

The committee recommends community delivery with the Public library as the community hub is recommended, unless the school has greater volume and/or the community agrees to a different hub.

Weekly # of items (volume baselines)

4 500 + (Except where it is beneficial due to capacity to deliver 5 days.)

3 300 - 499

2 50- 299

50 items per week mail.

Ask working group to review these delivery guidelines and address the potential anomalies. Border Anomalies in driving. - Are there boarder communities where another system might be able to deliver to the community?

Put together of an RFP based on the data gathered. Leslie will put together the structure for the RFP.

Deadline for progress report is December 15th. Is it still valid?

Who reports today? Allen Lanham.

Hubs location was deemed no longer an issue due to the lack of money coming in from the state. The current locations would be used as hubs until such time as they are sold.