

Southern Systems Group

Notes from Delivery Working Group phone meeting, 10/8/10

Participants:

Dick Helton – RPLS, Board Member
Chris Janvrin – RPLS, Delivery Supervisor
Bob Towner – LTLS, Operations Manager
Faith Jones – SHLS, Delivery Manager
Sherry Highley – LCLS, Circulation Services Supervisor
Leslie Bednar – LCLS, Acting Executive Director

Fuel costs:

LTLS – uses gasoline fleet cards through the University of Illinois, called Voyager credit card. They can also fuel up at university depot. Bob suggests we contact Pete Varney with UIUC motor pool for more info about gas purchasing options.

LCLS – uses Wright gas card.

SHLS – uses Wright gas card.

RPLS – uses Wright gas card.

Oil changes:

LTLS – oil changes now done every 7,000 miles instead of 3,500 miles. Newer vehicles can go longer than 3,500 miles before oil changes.

LCLS – now does oil changes every 5,000 miles

SHLS – oil changes between 5,000 and 7,000 miles

RPLS – oil changes now every 5,000 miles

Routine vehicle checks before routes:

SHLS – check oil levels before each route

LTLS – now checking coolant levels, radiator and oil levels

LCLS – simple walk around vehicles before routes. Standard levels checked at each oil change.

RPLS – simple walk around vehicles before routes. Weekly check on the fluid levels.

Tires and vehicles:

LTLS—recently got new tires on four trucks, yet purchased only 3 sets of tires. Used four best spare tires to get fourth set of tires. For our backup vehicle, purchased used tires with low miles.

LCLS – started using consultant van for light volume route.

SHSL –using consultant vehicle for light routes as well.

RPLS – experimented using minivans for delivery however loads became too heavy and now back to cargo vans.

At this time, no system is using Sprinter-type vans—would like to however, cost is prohibitive.

Vehicle purchase methods:

SHLS and RPLS – used state contract to purchase, sent out for bids from local dealers

LTLS and LCLS – purchased with state contract

Advertisements on vehicles:

LCLS – looked into this, have not implemented at this time

LTLS – have discussed internally

RPLS – have not talked about it

SHLS – question the legal issue of ads on state-supported vehicles

Vehicle replacement:

SHLS – replace when mileage is upper 200,000s

LTLS – when the wheels fall off!

RPLS – when vehicle has at least 250,000 miles

LCLS – when maintenance costs outweigh new purchase cost

Systems with full-time drivers:

LTLS – 1 full-time driver

SHLS – 4 full-time drivers

RPLS – 3 full-time drivers

Delivery supervisors drive routes:

LTLS – yes, 2-3 times/week

SHLS – infrequently, have a call-in driver

LCLS – yes, several times/month

RPLS – yes, several days/week

Drivers trained on all routes:

RPLS – yes, on all routes

SHLS – yes, however drivers assigned specific routes

LCLS – yes

LTLS – Bob: can you expand this for me? I didn't get it in my notes

Pre-sorting:

LCLS – not implementing at this time

LTLS – DTR (Down the Route) pre-sort by libraries. Libraries also pre-sort/bundle for each other. Some CARLI materials not sorted at LTLS.

RPLS – pre-sorting by libraries. Some sorting along the routes

SHLS – not implementing sorting along routes at this time

Drivers sort:

LTLS – some, drivers sort if they have in-town routes

SHLS – some, as time permits

LCLS – yes, also use 3 pages for sorting

RPLS – yes

Community delivery:

RPLS – deliver school materials to PL in same community. Members fairly receptive. Decatur schools are an exception: all materials delivered to school district administrative building. Generally, school staff pick up materials at public library.

Sorting method:

RPLS and SHLS – container to shelf to container

LTLS – mostly container to container, some container to shelf to container

LCLS – all container to container

On-demand delivery:

LCLS, SHLS and RPLS – yes, some

Concerns:

-- drop-off point should be on ground level, preferably just inside library or in schools at school office

-- containers disappear

-- containers made by Rubbermaid tend to break recently (SHLS and LCLS)

-- ILDS drivers are careless with containers (LTLS and SHLS)

Preferred method for next meeting:

RPLS and LCLS – either by phone or in person

SHLS and LTLS – by phone

Leslie Bednar