

Southern Systems Delivery Subcommittee

Minutes from Delivery Subcommittee meeting, 2/10/11

Participants:

Allen Lanham – LTLS

Marian Albers – ShLS

Elaine Steingrubey (Alt) –LCLS

Mary Ann Pohl (Alt) - RPLS

Leslie Bednar – LCLS, Executive Director

Doris McKay – RPLS, Consultant, Recorder

Absent: Ron Coleman –LCLS, Dick Helton – RPLS

Others present: Donna Schaal, LTLS

Leslie Bednar noted that she had been contacted by Christine Watkins, who was hired as a consultant by ILA for the \$100,000 FILC extension grant for the Secretary of State's Office. Leslie will be providing Christine with staffing and cost information for the delivery study. Christine has spoken to Tom Dorst (CARLI). The project design and data collection are to be completed from March through June. ILA hopes to have a summary report and initial presentation for the conference in October. There is no RFP planned as part of the process.

Miriam Albers reported that she had gathered some information on the delivery systems in Wisconsin and CoKaMo (Colorado, Kansas and Missouri). In Wisconsin the state library does not provide any funds for delivery, the money comes from municipalities and counties. They contract out delivery in some low volume areas, and they do do some mailing. CoKaMo had a link to a YouTube video on preparing items for delivery, which the committee viewed.

The committee discussed the recommendations for the Planning Panel.

- 1) DOG (Delivery On the Go) –Presorting, bundling and labeling for libraries on the route.
- 2) Delivery pickup points. Access to the building with keys and drop area on the 1st floor near the entrance.
 - a. System drivers need to identify libraries to notify for improved access
 - b. Directors of these libraries need to be contacted
 - c. System directors will develop the letter to these libraries (Leslie will prepare draft.)
- 3) Presorting items
- 4) Encourage development of a model for delivery based on volume vs community delivery
 - a. 4 days - 500 + items per week
 - b. 3 days 300-499 items per week
 - c. 2 days 50-299 items per week
 - d. 50 or less items per week should be mail or on-demand
 - e. 5 + day delivery will be at the system's option for very high volume libraries

There was a discussion about the need to take action and what changes need to be implemented.

- 5) Offer CAT (Community Access Terminals) as a possible option for increasing volume for a single drop-off point to increase the number of delivery days to a CAT.
- 6) School delivery will be to a single site per district, the office and

In a discussion about when and how to determine what the delivery schedules need to be Donna Schaal reported that LTLS use a device (DRM?) for each route to record the delivery volume into and out of each library for import into a spreadsheet. Leslie noted that for the new system to do an RFP they will need current statistics.

Doris McKay noted that in November that RPLS had submitted a report on the impact of the recommended volume delivery numbers on the current delivery model and had reported that RPLS found these levels to be too high and to have a negative impact on Delivery On the Go and resource sharing. None of the other systems have submitted impact reports from their delivery supervisors. Allen Lanham noted that should the volume figures be too high they could be moved downward more easily at a later date.

Leslie discussed the need for calculating a budget for the new system based on four days of delivery and the need for detailed figures from the fiscal officers on the hourly rates and hours for all the delivery drivers in order to make these calculations. She noted that because it is part of ShLS's contract with the drivers that she has this for ShLS, but will need this information from the other systems.

The meeting was adjourned.