

SCLS Delivery Committee Meeting Minutes

Tuesday, January 10, 2012

SCLS Headquarters – 4610 S. Biltmore Lane, Madison

Present: Gretel Irving (cluster 8), Jennifer Tallman (cluster 3), Mary Modjeski (cluster 9), Peter Matiash (cluster 11), Julie Chase (cluster 6 & 7), Katie Alexander (cluster 4), Deb McCabe (cluster 2), Kristine Millard (cluster 5)

Also Present: Martha Van Pelt, Bruce Smith, Brinnan Shaffer

Absent: Mark Penner (cluster 10), Andy Barnett (cluster 1), Joan Behm (cluster 12)

1. Call to Order
 - a. Introduction of guests/visitors – none
 - b. Changes/Addition to the Agenda - none
 - c. Requests to address the Committee - none

2. Approval of previous meeting minutes: No Changes

3. Update on Material Handling Work Group: The Administrative Council will take action at their next meeting on the Delivery Committee's recommendation that this group be dissolved. A report of the status of the work of this work group is posted here:
<http://www.scls.info/committees/workgroups/materials-handling/Materials%20Handling%20Work%20Group%20Report.doc>

4. Discussion Items
 - a. 2012 meeting dates confirmed: 3/13, 5/8, 7/10, 9/11, 11/13 – all at 1:00pm
 - b. Review committee charges: Bruce Smith informed the committee that action to adopt a new timeline and alter the member fee approval process will be taken by the Administrative Council at their next meeting to allow more time for budget preparation. The Delivery Committee will no longer vote on the member delivery fees for the following year, but will help set delivery service priorities for the following year to aid the delivery coordinator in creating the next year's delivery budget and member delivery fees. The fees will then be voted on by the Administrative Council in June for recommendation that they be forwarded to be approved at the All-Directors meeting in July.
 - c. Potential future delivery service options:
 - i. Bruce presented two documents that are available on the Delivery Committee's web page. The first document is titled "SCLS Delivery Route Planning Information" (http://psw.scls.lib.wi.us/committees/dc/2012_Archive/2011%20SCLS%20Route%20Volume%20Statistics.xls) and the second is a sampling of Delivery volume for South Central member libraries, measured by basket pick-ups and drop-offs and arranged by route (http://psw.scls.lib.wi.us/committees/dc/2012_Archive/SCLS%20Route%20Planning%20Information.doc).
 - ii. The group discussed the overall decrease in volume and what actions may be taken to both reduce costs and to respond to volume decreases, including things like reducing frequency of service and combining delivery routes.

- iii. Since delivery costs are determined on a county by county basis, the group agreed that it would be helpful for Bruce to have discussions with libraries in each county to gather information about library needs with regards to future delivery frequency.
- iv. There was some discussion of the fact that some of the volume numbers are getting close to a point where a reduction in service might be feasible. Currently, the maximum volume on a truck is preventing some of these options. Delivery will be doing a Data Volume Sample in the spring and we will be able to see if the volume continues to go down. Mary Modjeski wondered at what point would a cost increase be so great that there would have to be a reduction service, but that question was not answered at this meeting. It was noted by Bruce Smith that if service needed to be reduced to reduce costs, but volume was not at a level to allow that to happen, action would have to be first taken to limit delivery volume.
- v. The impact of e-content and the increased number of e-readers owned by the public was discussed. Mary Modjeski mentioned that at the Ashman Branch in Madison they are seeing many new patrons getting a library card for the first time. They are signing up because they now have an e-reading device and learned they can get their e-content from libraries. Gretel Irving noted they are seeing the same thing at the Sequoya Branch. This led to discussion that while some current patrons may borrow less physical materials due to them switching to e-content, there may be increased borrowing of physical content by the addition of new library card holders coming to the library for its e-content and discovering all the physical content available at libraries.
- vi. Bruce and the delivery managers will work with the delivery volume information to come up with models for future route changes. Current volume levels indicate that minor adjustments are possible for 2013. Bruce will then determine what, if any, cost reductions would happen with any minor changes that could be made for 2013. Bruce and the delivery staff will also outline any significant route changes that could be made in the following year or beyond that could lead to larger reductions in delivery costs and member delivery fees should delivery volume continue to trend downward on a significant level (-5% or more annually). These ideas will be presented at the next Delivery Committee meeting for consideration.

5. Next meeting: March 13, 2012 at 1:00pm at SCA