

## **Delivery Report for SCLS Board of Trustees**

**June, 2023**

**Prepared by: Corey Baumann - Delivery Services Coordinator**

### **New Building:**

Delivery is working toward clearing out our small garage that has become a space to fill with mostly unusable objects that collect dust. Jesse Stewart has had Layn Palmer help organize piles of items to be thrown out, recycled, or sold/given away. The project is a large one and we are looking to obtain a dumpster for hire (if necessary) for what I would estimate to be a likely means of clearing the space out.

We have had numerous burrowing animals find a home in there and the space is profoundly dusty. It renders many of our obsolete equipment pieces (in varying states of disrepair or decay) of little use.

Delivery facilitated the move of numerous pieces of furniture from the old headquarters to several libraries who bid on the available units.

Delivery also handled the transfer of the Indus Scanner and the self-check station. Later in June, we will move the printer out of Biltmore and to the Pankratz location.

Delivery service has been established at the new building on the Dane North route. We maintain an “on-call” service with Biltmore in the event a stop is requested for printing.

### **Staffing:**

Delivery staffing has been very stable through the early part of June.

We have added two part-time staff members (one long-term and one just for the summer). Kayla Baumann joined the team in mid-May while she is on summer break from school. Jesse J will be joining us in July on a more permanent basis. This helps us greatly to close the gap with some of our recent departures on the part-time roster.

Kayla has done a nice job adjusting and providing consistent coverage for our local Metro East route. Jesse has a nice background of relevant experience both in driving and library experience

**Director Orientations:**

I was able to complete delivery orientation check-ins for directors (and staff) at 3 Green County libraries on June 13: New Glarus, Monticello, and Albany were all introduced to our processes and behind-the-scenes information that will be helpful for them.