

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

## **October, 2023**

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

### **New Building:**

The Delivery addition is progressing rapidly with walls, HVAC, and exterior doors installed in the last few weeks. We have also narrowed down a bid for dock extenders to be installed as a feature to facilitate dock connections to our fleet.

With asphalt installed, we will make our first trip over with trucks to test the docks for alignment on the week of October 30.

At the current facility, further inventory tracking and cleanup continues.

### **Experimenting with “gravity” bins:**

In discussing with the committee some of our efficiency challenges, an idea was floated to have delivery acquire and experiment with loading “gravity” bins. These are bins that have mounted wheels and are often used in library applications to collect large quantities of materials. As the bin is loaded, the springs extend and allow for the materials to east downward to the bottom of the bin as it is filled. If we could tailor these units to a delivery function, it might be possible to sort into them and move larger quantities without changing out multiple bins as we do now.

The discussion included knowledge that some of these units may become available for use from Dane County and Fitchburg. More discussion will follow on this topic at the December committee meeting.

### **Staffing:**

Currently, we are fully staffed with the understanding of a pair of departures in the next few weeks. This will present a challenge in re-aligning some roles and route coverages while we explore hiring options.

As we have progressed through high demand vacation dates, we still have been affected by a few longer-term illness situations (RSV/COVID) which can be a real challenge if vacation requests are maxed out on a given day. We have communicated with libraries that we will prioritize making sure that we are making at least a single delivery stop each day (for those that get two) and that may come with some unique local responses to absences that necessitate canceling stops. I have also communicated to our membership that we will absolutely prioritize our longest and furthest out from Madison routes are staffed first whenever possible. That would

leave our local Madison and Dane County routes as the ones that we can best maneuver in a flexible fashion to complete daily service satisfactorily in a difficult situation.

These situations only occur about once every 4-5 months by my estimate. If it occurs with some frequency, we will record alterations and document them accordingly for our members to review.