

Delivery Report for SCLS Board of Trustees
April, 2024
Prepared by: Corey Baumann - Delivery Services Coordinator

New Building Organization:

Our building continues to add modest improvements with some regularity.

Most recently, we organized a dedicated locker-room space for the driving staff which allows for holding personal items in a way we never offered before. The room has a table for which they can complete their time-sheets, monthly benefit sheets, and vacation requests in a comfortable and segregated space. We hope to add in some benches to make the area more useable for lower-tier lockers.

On the sort floor, we have added some temporary anti-fatigue matting. This mimics some of the ergonomic enhancements that we hope to install next year with more wall-to-wall matting that eases the walking and standing on our concrete floors. The difference is notable.

From a paperwork perspective, Corey has updated the timesheets to make them cleaner and easier to process. They have been pre-printed with names and dates, so sheets will less likely be returned with missing information.

Lastly, we have introduced our daily display board. The video board has our current day schedule, truck assignments and driver. This is a tool that will greatly increase communication as we will also include safety notes, upcoming notices, and feedback from our member libraries.

Staffing:

Staffing remains stable. We are nearing capacity for our part-time group, but we need to settle two or three significant shifts at this point.

The supervisor group is nearing the jumping off point for more specified and dedicated roles and responsibilities. Initially, Carl Stratman has begun his role helping us direct our kit-lending operation. He is working with other staff and departments in the building to streamline the process and help our libraries schedule these specialized kits and programs.

Route Evaluation:

I hope to convene the managers in May to evaluate pain points in our route structure and see if we have some ideas to adjust now that we are 3 months into the new location.

One route in particular that troubles me is the very busy “Metro West” route. It is a twice daily route that includes stops at Middleton, Ashman branch, and Sequoia branch. Along with a couple of other stops, this route takes about 30 minutes to arrive at the first stop and it can really get bogged down by traffic in the isthmus and/or the beltline. It arrives significantly later than I had anticipated.

We also have routes that are awfully thin later in the week. These are typically the afternoon versions that run a second sweep. We just don't seem to be moving many materials on these and we may need to make one stop per day for some of these locations. The data will be evaluated over the next 2 months