

To: Winnefox Library System Board of Trustees
From: Mark Arend, Assistant Director
Re: Proposed changes to delivery service

One of the services Winnefox provides is delivery service between member libraries. Our delivery volume increased from 27,512 boxes in 2001 to 43,456 boxes in 2008. This is a result of the increase in items being shared by Winnefox member libraries. In 2001 libraries shared 111,576 items; by 2008 the number increased to 469,372.

On Monday, Wednesday, and Friday we send two vans out which deliver to all libraries. On Tuesday and Thursday one van goes out to the libraries with greater volume. Our vans are running at capacity. The purchase of two new, somewhat larger vans a couple years ago eased the strain but volume continues to increase and has not begun to level off.

Over the past few months we looked at a variety of alternatives to coping with rising demand for delivery service. Some library systems have outsourced delivery and we sent out requests for quotes to about a dozen transport companies. We received 4 quotes, all of which came in higher than our budgeted cost. After looking at several route configurations we are proposing this solution:

- Split the two Monday, Wednesday, Friday routes into three routes.
- Split the Tuesday route, which delivers to 11 large and medium-sized libraries into two routes.
- Keep the Thursday route, which delivers to 6 large and medium-sized libraries as it is.

To implement these changes we are asking the board to approve the following actions:

- The purchase of a third van, at a cost of \$ 18,880, from Bergstrom Ford of Neenah. There will be associated costs of around \$500 - \$700 for title & license fees, vinyl logo & lettering for the van, etc. The cost for this will come from the current vehicle reserve fund, which stands at \$32,606.
- Hiring one additional driver at 8 hours per week. This will cost an additional \$5,633 in salaries, taxes, and benefits. Drivers receive retirement and life insurance and earn vacation if they work over 86 hours per month.
- Hiring one additional Interlibrary Loan Page at 8 hours per week. This will cost an additional \$3,814 in salaries and payroll taxes (pages receive no benefits). The pages are the staff who unpack boxes and sort materials for the next day's delivery.

We are able to afford these changes because when we prepared the budget in August we anticipated a 15% increase in health insurance costs; the actual increase was only 7%, or \$20,813 less than budgeted.

