

**Wisconsin Public Library Consortium**  
***Delivery Workgroup Notes***  
**June 7, 2024, at 12:00 pm**  
**by zoom**

**ATTENDEES:** Kristen Anderson (WRLS), Corey Baumann (SCLS), Marcy Cannon (WLS), Steve Hesper (MCFLS), Alaina Morales (St. Norbert College - WAICU), Katlyn Noack (IFLS), Angela Noel (SWLS), Steve Ohs (PLLS), Joy Pohlman (DPI), Julie Pohlman (UW System), Clairellyn Sommersmith (WLS)

**GUEST:** Shannon Schultz (SCLS)

**PROJECT MANAGERS:** Melody Clark (WiLS), Rebecca Rosenstiel (WiLS)

**1. Welcome and Introductions**

The group was welcomed and introductions were made.

It was noted that in February of 2024, DPI submitted a proposal to the WPLC Board to assume governance of the statewide delivery. The WPLC Board approved this proposal and this workgroup was formed.

The [Workgroup charge](#) was shared with the members:

The WPLC Delivery Workgroup makes budget and policy recommendations related to statewide intersystem delivery service to the WPLC Board for formal approval. The Workgroup makes all decisions relating to the day-to-day operations of delivery including:

- Coordinating communication and oversight of daily statewide service between systems, both within different regions and statewide
- Continuous service improvement efforts, including:
  - Collecting delivery volume and cost data to be used for service analysis
  - Exploring statewide hub connection route service improvement opportunities
  - Developing intersystem bin tracking systems
  - Developing a connection to Illinois like exists with Minitex
  - Exploring innovation improvements such as automated materials handling at sorting hubs and electric vehicle options/uses
  - Sharing best delivery practices, tools, and templates
  - Cooperatively work with and purchase from vendors when feasible
- Ongoing statewide delivery service cost analysis, improved cost-sharing model development, and annual cooperative budget development.

It was noted that the WPLC Board will need to approve all policies and budgetary items.

It was asked if there are any questions about the group's charge. There were no questions and no further discussion.

## 2. **Review Agenda** - Changes or Additions

The group was asked if there were any changes or additions to the agenda.

There were no changes or additions to the agenda.

## 3. **Discussion Items**

### a. **Discussion and Possible Action: Statewide Delivery Fees**

Due to the elimination of the LSTA Grant "Statewide Delivery Service System Cost Support," the South Central Library System must increase delivery fees to public library systems to offset the \$75,000 budget deficit. S. Schultz prepared and shared [Intersystem Delivery Cost 2025](#), [Intersystem Delivery Analysis 2010-2024](#)

S. Shultz shared the *Interstystem Delivery Analysis 2010-2024* document and noted that there was a misunderstanding of when the LSTA grant funds would come to an end: the original thought was that the \$100,000 in the *other grant fee* column was to offset moving to the hub model, and knew that would go away from 2024. What they didn't realize was that the LSTA funds would be ending, too. The final disbursement of those funds was in 2023. SCLS was able to cover the \$75,000 for 2023-2024, but looking ahead and moving forward, the \$75,000 needs to be shared by the systems. The proposed increases were shared in the draft [Intersystem Delivery Cost 2025](#) document, which includes a base fee for systems, with additional costs being determined from systems' volume overall and the amount of state aid each system receives.

M. Clark asked what is the timeline for the budget approval. S. Schultz noted that SCLS, and likely other systems, will begin finalizing their budgets soon, so it would be beneficial for the Delivery Workgroup to make a decision on the draft budget soon.

It was asked is there anything indicated with Wisconsin Valley and Northern Waters being marked as green in the last column? C. Bauman noted that the highlighting in the spreadsheet is for internal documentation, noting this indicates that SCLS is contracted with WALTCO for deliveries to NWLS and WVLS and SCLS doesn't go to those systems directly.

It was also asked if Lakeshores/Arrowhead will continue to get two bills? C. Bauman said that right now SCLS still delivers to both locations separately, so both are currently still listed separately in the budget. S. Ohs added that PLLS is currently looking into a new delivery vendor and will also be discussing changing how delivery happens to them as well.

S. Hesper thanked SCLS for handling the LSTA loss and for preparing the updated numbers. He asked where the 8.8% percentage is used for percent of Total cost. C. Baumann noted that this is from year over year and the differences between systems is due to change in state aid or volume changes. C. Sommersmith noted that in the *Intersystem Delivery Cost 2025* spreadsheet, SCLS's volume was not set equal to Bridges' volume, as noted. S. Schultz made this change in the spreadsheet, and the group agreed to the updated costs. M. Clark asked to confirm if this update only applies to the public library systems; that the UW contract and Colleges' payments are not modified. S. Schultz confirmed that this only applies to the public library systems.

A. Noel asked if the base fee will increase for the 2026 budget when ALS and LLS are combined to reflect PLLS? S. Schultz shared that the base fee is not expected to change, but rather the remaining costs will be reflected elsewhere in the budget. The workgroup will discuss this at a later meeting when determining the 2026 budget.

K. Anderson moved to recommend to advance the budget to the board with the workgroup's support. S. Hesper seconded. The motion passed unanimously.

**b. Meeting Frequency and Next Meeting Date**

The group discussed meeting frequency and determined the next meeting date. The workgroup agreed to meet monthly, on the first Friday of each month at 9:00 am.

Project Managers will send out an agenda a week in advance, and a call for additional items to be added to the agenda two weeks before the meetings.

Looking ahead, the first meeting of the calendar year will include a discussion point for the group to determine the next year's priorities.

**Next Meeting: Friday, July 5th at 9:00am**

**Meeting ended at: 1:05pm**