

Wisconsin Public Library Consortium
Delivery Workgroup Notes
October 4, 2024, at 9:00 am
by Zoom*

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

ABSENT: Angela Noel (SWLS), Steve Ohs (PLLS)

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

The meeting started at 9:01 am

1. Review Agenda - Changes or Additions

There were no changes or additions to the agenda.

2. Discussion Items

a. Discussion: 2026 Budget Planning

At a previous meeting it was suggested that the group should begin planning for the 2026 budget. The group reviewed the [Intersystem Delivery Cost 2025](#) document.

It was asked what do they need to know before a 2026 budget can be drafted? At a previous meeting it was noted that Arrowhead and Lakeshores will no longer be listed separately and there will just be the one cost for Prairie Lakes. This will reduce the amount that makes up the base cost. Does the group want to revisit how that base cost is split? In addition, are there recommendations to change the formula used?

This has come up in the past with the creation of Monarch and the merger between Eastern Shores/Mid-Wisconsin. C. Sommersmith would be interested in raising the base due to the fact that LSTA fees won't be covering some of the costs so the base fee could be raised despite the reduction of systems. K. Noack agreed to raise the base fee. It was noted that the systems that are currently paying the lowest amount are paying almost double the base fee amount for their total, so it would be interesting to raise the base fee to the current lowest system's amount. (In 2025 Kenosha is paying the lowest.)

In 2014 the base fee was \$8000. The base fees lost by the merger of Eastern Shores and Mid Wisconsin were spread out to the other budget areas. There is a concern about raising the base cost for those systems that have a lower state aid. K. Anderson noted it would be helpful to understand how the base fee affects the other aspects of the budget.

It was noted that the base cost for 2025 is \$128,000, split by 15 it's roughly \$8,533 per system.

Some options would be to raise or lower the base fee and also modify the percentages of state aid and volume. They have historically been evenly split at 50% each. But could be a 40/60 split, or something like that.

Budget totals for 2026 will not be known until about February of 2025. Until then it was suggested that the conversation should be focused on the allocations and fairness of the formula.

C. Baumann noted that at SCLS they had to restructure their fee structure recently. They did this with a focus on fairness, but when the numbers were applied, they noticed some stark contrasts in equity.

It was asked what are the issues with the current budget? The group was reminded that the LSTA amount that has been previously earmarked (\$75,000) is not available for the 2026 budget.

It was also suggested that the base fee could also be a percentage of the total.

Project managers will put together some draft budgets with the suggested changes using the 2025 numbers for the next meeting. This will help the group see how the changes can potentially impact each system.

b. Discussion: Review of Updated Volume and Cost Data sheet

At the workgroup's previous meeting in August, the Project Managers presented a draft version of a document to collect systems' volume and cost data. The workgroup provided feedback on this document's usability and suggested updates. Project Managers have updated the sheet with the group's recommendations, and are bringing it back to the group for further review.

The group reviewed the [Statewide Delivery Count DRAFT](#)

R. Rosenstiel provided an overview of the updates that were made since the last meeting, noting:

- The Directions tab was updated to include the collection dates at the top of the page; and steps were added to include the new columns that have been added to systems' counts sheets.
- A Summary tab was created, which will pull information and totals from each of the systems' counts sheets for easier comparison between systems.

- The System Template and each system's count sheets have been updated to include:
 - A field for reporting Delivery Staff FTE,
 - A multi-select dropdown field for reporting delivery technologies used. (Anything that isn't prepopulated in the list can be added by systems as needed.)
 - The Container column (column C) has "Other" included as an option, which will be the designation for items that are not in a Bin or a Tub, regardless of size. Clicking on the Container cell (cell C9) will show a popup of container definitions
 - Delivery Day Counts columns were added. These will auto-calculate the number of Drop Off and Pick Up days. In columns D-O, only cells with numbers in them will be counted; cells that are left blank or have an "X" are not counted.
- Delivery Cost Categories have been updated with the identified subcategories:
 - Staff: Systems can report their budgets for Delivery Drivers, Sorting Staff, and Admin Staff if they know it; or they can enter the full Staff budget in row 20 if they don't.
 - Fleet: Similarly, systems can use the subcategories to report capital costs and vehicle replacement if they have it; or report the full budget amount in row 25 if they don't.

It was asked if we should collect data on just public libraries or also technical colleges as well (IFLS has CVTC as a part of their delivery). C. Baumann noted that it might be good to keep them separate for the volume collection. The intent is to understand the volume for the members that they principally serve.

The group was asked if, after these updates, the document feels ready to use, and if they would like to set a timeframe for the next data collection.

K. Anderson will take this to the systems director's meeting on next Tuesday to see if October 15 - November 15 would be an okay time to run the volume numbers. If directors agree, project managers will update the document and send it out. Otherwise a timeframe in the early spring will be used.

c. Discussion: In-Person Meeting

At a previous meeting, the group determined that it would be beneficial to have at least one on-site visit/meeting per year to understand how each system's delivery operations are handled. A region will be identified, and potentially two systems would be visited in one day.

It was asked if there were any volunteers or suggestions for hosting a visit, and if there are any suggestions on a date.

It was decided that SCLS would be a good place to start. The group agreed that a Wednesday or Thursday in November would be good. Project managers will work on identifying a date.

d. Discussion: Delivery Standards

In 2022, a team began working on a document of [Delivery Standards](#) specific to intersystem delivery, which covers recommended workflows while also recognizing that some vendors may not be able to meet preferred standards.

R. Rosenstiel provided a review of the 2022 document, and asked the group if there was interest in continuing the work and creating a finalized document.

The group will revisit delivery standards and their need at an upcoming meeting.

The next meeting is scheduled for Friday, November 1st at 9:00am.

Meeting ended at 10:06 am