

**Wisconsin Public Library Consortium**  
***Delivery Workgroup Notes***  
**November 1, 2024, at 9:00 am**  
**by Zoom**

**ATTENDEES:** Corey Baumann (SCLS), Marcy Cannon (WLS), Steve Hesel (MCFLS), Steve Ohs (PLLS), Joy Pohlman (DPI), Julie Pohlman (UW System), Clairellyn Sommersmith (WLS)

**ABSENT:** Kristen Anderson (WRLS), Alaina Morales (St. Norbert College - WAICU), Katlyn Dubiel (IFLS), Angela Noel (SWLS),

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

The meeting started at 9:00 am

**1. Review Agenda** - Changes or Additions

- a. Addition of Discussion Item 2e. Date for In-Person Meeting at SCLS.

**2. Discussion Items**

**a. Discussion: 2026 Budget Planning- Draft Formulas Review**

At the October meeting, the workgroup suggested different budget formula scenarios that they would like to review in preparation for setting a 2026 budget. WPLC Project Managers have created a [draft budget spreadsheet](#) that includes the budget formula scenarios proposed by the Delivery Workgroup at their last meeting, utilizing 2025's budget totals to see potential impact to systems.

M. Clark presented each of the six draft scenarios. It was noted that most of these scenarios have just one major change component so the group can see how that change would affect the costs for each system. All of the drafts do note the combination of ALS & LLS as it is understood, as of now, that for the 2026 budget, these two will be combined to reflect the merger and one stop for the system. It was noted that changes could be combined as well. The first draft budget shows the merger of ALS & LLS, with the base fee staying the same at \$8,000. The other costs are then absorbed by the volume and state aid factors.

Draft 2 shows the merger of ALS & LLS with an increase in the base fee only to absorb the merger base fee cost.

Draft 3 shows the merger of ALS & LLS but with a lower base fee for all at \$5000. The decrease in the base fee would then be absorbed by the volume and state aid factors.

Draft 4 shows the merger of ALS & LLS with the base fee raised to 2025's lowest system cost, KLS at \$13,878. This shows a significant decrease in the amount determined by the volume and state aid factors.

Draft 5 shows the merger of ALS & LLS, base fee increase to absorb that merger and a volume percentage increased to 60% and the state aid factor decreased to 40%.

Draft 6 shows the merger of ALS & LLS and the base fee being 50% of the grand total costs.

It was noted that the 2022 and 2023 numbers are there just for comparisons.

S. Oh shared that from the PLLS perspective there doesn't seem to be a large difference to what they are budgeting.

For MCFLS, neither of the options affect them too much. S. Hesel thinks that the group needs to be careful of the base fee for smaller library systems and noted that he thinks that the volume and state aid are the right metrics and should stay at 50% each.

C. Sommersmith had originally asked to see the base fee raised but does see how that would affect the smaller systems.

An even one third even split between Base amount, volume, and state aid was suggested as an option.

S. Ohs noted that the  $\frac{1}{3}$  scenario is easy to explain. Part of the goal should be to figure out not only what is the best way for the immediate future, but also what will be the most durable over time.

It was asked if there are any we should eliminate. The group agreed to remove all but draft one and the proposed  $\frac{1}{3}$  scenario.

Project managers will review and update the two scenarios for the next meeting to check in and see if there are any other changes or suggestions for consideration. Once the numbers for 2026 are available, they can be plugged into the spreadsheet for further discussion.

**b. Discussion: Delivery Workgroup Membership**

The workgroup discussed sending out an invitation for library systems that currently do not have representation on the Delivery Workgroup to appoint a member.

The group agreed that all systems should have representation. There should be representation from system provided services and courier provided services.

An invitation will be extended to all System Directors. S. Hesper will put this on the next System Director meeting agenda.

**c. Discussion: Delivery Coordinator Email Group**

The workgroup discussed the creation and implementation of an email group for sharing information with statewide delivery coordinators.

The group agreed that it would be a good idea to create this list. C. Baumann asked if a function of the email list could be to send out announcements. The group agreed to this.

The listserv could potentially be called the Statewide Delivery Distribution List.

Project managers will look into creating a listserv for this. There may need to be Board approval as there might be a minor cost for a domain name for the listserv. Project managers will investigate and bring back to the group at the next meeting.

**d. Discussion: Shared Document Repository**

At the July meeting, one of the workgroup's identified major tasks was to establish a shared document repository, where relevant and helpful information and documents can be shared and accessible in a single digital space. The group discussed the documents and kinds of information they would like to have in a shared repository, and may identify a platform as a repository host.

It was noted that there are a few options that the group can use. Basecamp was suggested as several WPLC groups do use this. However, it was noted that next year, WiLS will be phasing Basecamp out and migrating all groups to a new platform. R. Rosenstiel reviewed Coda as a potential repository. The group agreed to try out Coda; R. Rosenstiel will expand the draft Coda repository and have something to share with the group at the next meeting.

**e. Date for In-Person Meeting at SCLS**

C. Baumann has identified three potential dates for an in-person meeting at SCLS's delivery facility:

- Wednesday, December 11th
- Thursday, December 12th
- Wednesday, December 18th

The group discussed which date to schedule the tour/sharing session, and potentially a backup/snow date.

The group selected December 12th and agreed that this would be a tour and meeting with a virtual option for those that cannot attend in person. This meeting will replace the December 6th meeting. Project managers will work with C. Bauman on creating an agenda for the day.

**Meeting ended at 10:03 am**