

Wisconsin Public Library Consortium

Delivery Workgroup Agenda

December 12, 2024, at 10:00 am

**Location: South Central Library System 1650 Pankratz Street Madison, WI 53704
and by Zoom***

1. Review Agenda - Changes or Additions

2. Welcome to New Workgroup Members

3. Discussion Items

a. Discussion: 2026 Budget Planning- Draft Formulas Review

Document: [WPLC Delivery Costs DRAFT 2](#)

Background: At the November meeting, Project Managers shared six draft formulas that could be used for calculating each public library systems' delivery costs for 2026. The group identified two scenarios that they would like to explore further.

During the meeting: Project Managers will review the two scenarios of cost updating the formulas used to distribute costs across systems:

- Combining ALS/LLS under PLLS, keeping the Base Fee at \$8,000 per system and continuing to split the remaining costs 50/50 between systems' volume and state aid factors.
- Combining ALS/LLS under PLLS, and determining systems' costs by an even one-third split between Base Fee, volume, and state aid.

The workgroup will be asked for their feedback on these two scenarios, and can offer additional changes or suggestions for consideration.

b. Discussion: *Statewide Delivery Volume Counts Sheet Follow-Up*

Document: [Statewide Delivery Count Sheet \(2024\)](#)

Background: The Fall 2024 Statewide Delivery Volume Counts sheet collection period closed on November 23rd.

During the meeting: The group will be asked how incompleting sheets have been managed in the past, and what can be done to improve the process in the future.

c. Discussion: *Delivery Coordinator Email List*

Background: At the November meeting, the workgroup decided that an email group should be created to share day-to-day operational information related to delivery. Project Managers agreed to look into costs for hosting an email listserv similar to wispublib. Project Managers discovered that there would be no additional cost to host an email listserv similar to wispublib, and have set up an email group for Wisconsin's statewide delivery: wi-lib-delivery@lists.wplclists.org. Project Managers will manage the

listserv similar to how wispublib is managed: adding/removing members, monitoring spam messaging, and approving (or not) held messages.

During the meeting: The group will discuss who will be added to the list.

d. Discussion: Shared Document Repository

Link: [WPLC Delivery Workgroup | Document Repository](#)

Background: At the November meeting, Project Managers provided information on options for a document repository platform, and the group agreed to try one based in the platform Coda.

During the meeting: Project Managers will share the completed repository setup.

Questions for the Workgroup:

- Who should be invited to the Shared Document Repository?
- Who should have edit access vs view-only access?

4. Tour of South Central Library Service's Delivery Operations (Optional, for In-Person Attendees)

Corey Baumann will lead in-person attendees on a tour of the SCLS's delivery operations.

Join the Meeting

<https://us02web.zoom.us/j/84185218942?pwd=7gjva4aQXOYnE6EfxaKgNKehkgbsY9.1>