

Wisconsin Public Library Consortium

Delivery Workgroup Notes

December 12, 2024, at 10:00 am

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

ATTENDEES: Jean Anderson for Shannon Schultz (SCLS), Corey Baumann (SCLS), Marcy Cannon (WLS), Katlyn Dubiel (IFLS), Steve Hesper (MCFLS), Karol Kennedy (BLS), Jamie Matczak (WVLS), Angela Noel (SWLS), Steve Ohs (PLLS), Joy Pohlman (DPI), Dave Reinders (WRLS), Rebecca Scherer (MCLS), Clairellyn Sommersmith (WLS)

ABSENT: Kristen Anderson (WRLS), Trish Federer (MLS), Riti Grover (MLS), Alaina Morales (St. Norbert College - WAICU), Julie Pohlman (UW System), Marla Sepnafski (WVLS), Tracy Vreeke (NFLS)

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

The meeting started at 10:03 am

1. Review Agenda - Changes or Additions

There were no changes or additions.

2. Welcome to New Workgroup Members

R. Rosenstiel welcomed to the WPLC Delivery Workgroup 9 new members: Rebecca Scherer from MCLS, Riti Grover and Trish Federer from MLS, Tracy Vreeke from NFLS, Katherine Elchert from NWLS, Shannon Shultz from SCLS, Dave Reinders from WRLS, and Marla Sepnafski and Jamie Matczak from WVLS.

13 of the 15 Wisconsin Library Systems now have representation on the Delivery Workgroup.

3. Discussion Items

a. Discussion: 2026 Budget Planning- Draft Formulas Review

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

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.

The two scenarios were reviewed:

- 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.

Discussion:

The workgroup was asked for their feedback on these two scenarios, and if they had additional changes or suggestions for consideration.

S. Ohs noted that when reviewing the scenarios he focused on how many different variables can be controlled in each scenario. In draft one, the base fee is one variable that could be controlled separately. The others are dependent upon total costs and other factors.

S. Bauman noted that the base fee has been in place in that amount (\$8,000) for several years. When there was a change in the number of systems it always has been determined to either boost the amount or move it over to the other factors. Why it is at \$8,000 exactly, is unknown.

S. Ohs noted that the two formulas aren't all that different, but asked if there are any advantages from a future change perspective that would benefit using either one.

K. Dubeil noted that keeping the base the same would make it a little more stable year to year as that would be a known variable.

C. Sommersmith noted she preferred the $\frac{1}{3}$ even split and that using the usage delivery counts and state aid factors help the cost be equitable for the members.

It was shared that the biggest change that impacts the overall numbers for each system is the volume counts. And how that has been calculated also has changed. It went from a single year to a three year average.

S. Hesper agreed that the even $\frac{1}{3}$ split seemed the best option.

The group agreed they will wait to see the 2026 numbers applied to the formula in February, after SCLS has the total cost for Delivery, along with the new data gathered from the November Statewide Delivery Volume counts.

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

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

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

Discussion:

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

It was noted that in the past, some nudging of systems was required to make sure the data is added.

All systems participated in the Fall 2024 counts process, but not all have updated the spreadsheet. The group will try to get their numbers in by the end of January 2025.

A. Noel noted that it is her first year and didn't anticipate needing to know the drop off/pick up numbers and did not collect data for pick up from SCLS. Happy to see other systems didn't have those numbers as well. C. Bauman does have those numbers as well.

C. Sommersmith asked what happens next with the data. Project managers will work with SCLS to do a very high overview of the data; and the numbers will be used for the 2026 budget formulas.

It was noted that delivery counts should be done three times per year, in the Spring, Summer and Fall. March-April will be the next time for counts; the group will discuss the Spring data collection period at either the February or March meeting.

c. Discussion: Delivery Coordinator Email List

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.

Discussion:

R. Rosenstiel shared with the group the information on the Delivery Coordinator Email List. Anyone wanting to join wi-lib-delivery@lists.wplclists.org can either reach out to Rebecca Rosenstiel to be added, or can sign up for the listserv at <http://lists.wplclists.info/listinfo.cgi/wi-lib-delivery-wplclists.info>.

It was asked who should be on this list? Would it be system folks or also member libraries?

K. Dubiel shared that she would just want her system folks but if a member library wanted to be on it, she would give them access. S. Ohs shared that PLLS is thinking about adding: a representative of each system hub; system staff involved with delivery- could send announcements to members in the case of closures or other operational updates that may affect individual member libraries. Additional suggestions were ILL staff members, who occasionally deal with delivery; system directors; couriers; staff from Minitex; and staff from UW Systems.

In the past this type of information has been just sent out to known delivery partners which hasn't been the best way to communicate this type of information.

It was asked if a vendor contact should be added? Yes, folks are going to add those vendor names.

Systems will determine who needs to be added at their locations and either sign those folks up via the link or send a list of email addresses to the project managers to be added. Someone from the group will share the listserv information and signup link with System Directors at their next meeting; in particular to catch systems that do not have a representative on this workgroup.

d. Discussion: Shared Document Repository

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

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.

Project Managers shared the completed repository setup. Anyone can view the Repository and any documents that are shared in it. Only those with a (free) Coda account that has been invited to the Repository can edit, upload documents and add information to pages.

Discussion:

It was asked who should have edit access to the repository?

The group determined that editing should be confined to workgroup members and then each organization can determine who needs to have access, whether as an editor or view-only.

The next meeting is scheduled for 9:00am on Friday, January 3rd.

The meeting ended at 11:01 am

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

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