

Wisconsin Public Library Consortium

Delivery Workgroup Notes

June 6th, 2025, at 9:00 am

Location: Zoom*

ATTENDEES: Corey Baumann (SCLS), Marcy Cannon (WLS), Katlyn Dubiel (IFLS), Katherine Elchert (NWLS), Riti Grover (MLS), Holly Handt (NFLS), Steve Hesel (MCFLS), Jamie Matczak (WVLS), Sara May (NWLS), Mellanie Mercier (BLS), Angela Noel (SWLS), Julie Pohlman (UW System), Shannon Schultz (SCLS), Clairellyn Sommersmith (WLS), Tracy Vreeke (NFLS)

ABSENT: Kristen Anderson (WRLS), Trish Federer (MLS), Joy Pohlman (DPI), Steve Ohs (PLLS), Dave Reinders (WRLS), Rebecca Scherer (MCLS), Marla Sepnafski (WVLS), Bradley Shipps (OWLS)

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

The meeting started at: 9:00 am

1. Review Agenda - Changes or Additions

There were no changes or additions.

C. Baumann noted that next Friday SCLS will not be doing delivery as they will be doing a flooring install and an inservice day.

2. Announcements & Updates

a. Delivery Courier Changes: 90-Day Update

Systems that have recently had changes to their delivery courier services are invited to share a 90-day update since changes went into effect.

Discussion:

K. Dubiel noted that everything is still going well with Purple Mountain. They noticed that their sorting has slowed down some, thus transit times are up. They are going to try to institute a new sorting system at the library. They are going to stay with Purple Mountain for another year.

J. Matczak shared WVLS staff are still doing their sorting. They did receive a rate increase from Purple Mountain in May. They will most like see a delivery cost increase of about \$5000. They will most likely stay with Purple Mountain for another year as well.

K. Elchert shared NWLS switched to Seaside for their local vendor a while ago and they are going down to Wausau and libraries are saying they are getting their ILLs faster even though it has gone from a 5 day delivery to two.

C. Baumann shared that they started a new reconnection with Purple Mountain to UW-Barron. Seems to be going smoothly. Connection to Wisconsin Valley seems to be going good as well.

WPLC Delivery Workgroup Resources

- [Statewide Delivery Document Repository](#)
- Statewide Delivery Email Listserv: wi-lib-delivery@lists.wplclists.info
- [Statewide Delivery Cost and Volume Count Sheets](#)
- [Delivery Counts Summary](#) (Data Visualizations)



Alliance is going to the Twin Cities for UW-Superior and Minitex is also going well. They had some initial issues with getting access to their buildings but this has been relatively minor. They now are working with Seaside to get items to the north. This is working well.

b. Upcoming In-Person/Hybrid Meetings + Tours of Delivery Operations

Winnefox and MCFLS have volunteered to host a hybrid WPLC Delivery Workgroup meeting with a tour of their delivery operations. These are scheduled for:

- MCFLS: Friday, August 1st, 2025
- Winnefox: Friday, October 3rd, 2025

Calendar invites have been updated with location information. Additional details will be shared closer to the tour dates. It was noted that there will still be a remote option for both of these days.

Additional Link: [System Delivery Operations Tour Signup Form](#)

3. Discussion Items

a. 2025 Delivery Workgroup Meeting Schedule: July 4th Meeting + Topical Meetings

During the meeting: The next WPLC Delivery Workgroup meeting is scheduled for Friday, July 4th. The group can decide if they would like to either reschedule or cancel this meeting.

At previous meetings, the group had identified topics that they would like to dedicate a meeting to discuss, inviting delivery and library staff to these discussions as well: *Safety and Safety Training*; and *Damaged Materials Policies and Procedures*. The group can decide if they'd like to dedicate an upcoming meeting to one of these topics.

Discussion:

R. Rosenstiel asked the group if they would prefer to reschedule or cancel the July 4th meeting. The group decided to cancel the meeting and will meet again on August 1st. There will be lunch arrangements for both locations.

R. Rosenstiel asked the group if they are interested in dedicating an upcoming meeting to a specific topic and extending an invitation to additional system, library, and delivery staff; adding that because August and October are hybrid meetings, September could be a time for this. The two topics are safety and safety training and damage procedures. This topic will be revisited at a later date.

b. Statewide Delivery Volume Counts: Summer Collection Period

Background: A volume counts data collection period is scheduled to run three times per year: Spring, Summer, and Fall.

During the meeting: The group will determine the timeframe for the Summer collection period, ideally to be set between July and August; and have the opportunity to suggest updates to the data collection spreadsheet. The group could also set a timeframe for the Fall data collection

WPLC Delivery Workgroup Resources

- [Statewide Delivery Document Repository](#)
- Statewide Delivery Email Listserv: wi-lib-delivery@lists.wplclists.info
- [Statewide Delivery Cost and Volume Count Sheets](#)
- [Delivery Counts Summary](#) (Data Visualizations)



period at this time. The Fall period will mimic 2024s collection period. (The 2024 Fall data collection period ran October 27th - November 23rd.)

Additional Document: [Spring 2025 Statewide Delivery Volume Counts Sheet](#)

Discussion:

The workgroup determined that the Summer collection period will run the month of August; and the Fall collection period will run between October 26th and November 22nd. R. Rosenstiel will prepare the spreadsheets and send out reminders to the workgroup ahead of each collection period.

c. 2026 Budget Planning- Draft Formulas Review

Document: [Delivery Budget 2026 DRAFT](#)

Background: Last Fall, the workgroup reviewed several potential cost distribution formulas used to determine systems' delivery costs for 2026, and were most interested in further reviewing two draft formulas once the 2026 Total Delivery budget from SCLS was ready.

During the meeting: Project Managers will present two formula scenarios that could be used to distribute costs across systems, utilizing the 2026 budget numbers:

- 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. The group can also select a formula scenario to use for 2026 and to submit to the WPLC Board for approval.

Additional Document: [Intersystem Delivery Cost 2026](#) (current cost sharing formula)

Discussion:

M. Clark presented the 2026 budget formulas. It was determined that PLLS will still have two stops for 2026 and thus they will need to be listed separately. Project managers will update the two formula options with this information and the group will meet in July for a short meeting to select a budget recommendation for the Board to approve in their August meeting.

Meeting ended at 9:40 am

WPLC Delivery Workgroup Resources

- [Statewide Delivery Document Repository](#)
- Statewide Delivery Email Listserv: wi-lib-delivery@lists.wplclists.info
- [Statewide Delivery Cost and Volume Count Sheets](#)
- [Delivery Counts Summary](#) (Data Visualizations)

