

**Wisconsin Public Library Consortium**  
**Delivery Workgroup Meeting Notes**  
**March 7th, 2025, at 9:00 am**  
**Location: Zoom**

**ATTENDEES:** Corey Baumann (SCLS), Marcy Cannon (WLS), Katlyn Dubiel (IFLS), Katherine Elchert (NWLS), Trish Federer (MLS), Steve Hesel (MCFLS), Jamie Matczak (WVLS), Sara May (NWLS), Alaina Morales (St. Norbert College - WAICU), Angela Noel (SWLS), Joy Pohlman (DPI), Julie Pohlman (UW System), Rebecca Scherer (MCLS), Shannon Schultz (SCLS), Bradley Shipps (OWLS), Clairellyn Sommersmith (WLS)

**ABSENT:** Kristen Anderson (WRLS), Riti Grover (MLS), Karol Kennedy (BLS), Steve Ohs (PLLS), Dave Reinders (WRLS), Marla Sepnafski (WVLS), Tracy Vreeke (NFLS)

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

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The meeting started at: 9:00am

1. **Review Agenda** - Changes or Additions  
No additions or changes were made.

2. **Announcements & Updates**

- a. **System Updates re: Waltco's Service Changes**

The systems that have been impacted by Waltco's service changes (IFLS, NWLS, SCLS, and WVLS) will share their progress and plans for their delivery routes.

*Discussion:* C. Baumann shared that things are going pretty well. There was a weather interruption this week where service was canceled for the day. Alliance who is doing the connection all the way to Minitex has been great.

J. Matczak shared that overall they expected some hiccups but things are going relatively well considering they met with the new vendor, Purple Mountain, just a week ago and they are seeing very little disruption.

K. Dubiel echoed what J. Matczak shared. Their transition to Purple Mountain has been great. A few of their libraries even got an extra day of delivery. Many of the libraries' delivery times are even the same. It seems that Purple Mountain designed their routes after Waltco. They even hired their sorters. IFLS does not have a contract with Purple Mountain right now, they did say they would honor Waltco's pricing for 60 days.

K. Elchert shared that they have been working with Seaside, their main local vendor, and there are no issues there either.

S. May asked if Minitex bins are still being circulated. C. Bauman noted that all of the Minitex bins are now going to SCLS and then will be co-mingled with the SCLS red bins.

**b. System Delivery Operations Tours Signup Sheet**

There is now a [signup sheet](#) (Google Form) to volunteer to host a tour of your system's delivery operations in 2025. Information on Delivery Tours can also be found on a dedicated page within the [WPLC Delivery Workgroup | Document Repository](#).

Winnefox has indicated several months of availability to host a tour of their delivery operations: March, June, and August-November, with a preference for hosting on a regularly-scheduled workgroup meeting day. If any nearby systems are interested in hosting a tour of their delivery operations for the same day, please complete the form and Rebecca will help coordinate.

**3. Discussion Items**

**a. Statewide Delivery Volume Counts: Next Collection Period and Data Visualization**

*Background:* A volume counts data collection period is scheduled to be run three times per year: Spring, Summer, and Fall. At a previous meeting, the group also noted that it would be helpful to have visualizations of data from these counts.

*During the meeting:* The group will determine the timeframe for the Spring collection period, ideally to be set between March and April; and have the opportunity to suggest updates to the data collection spreadsheet. Project Managers have been working on some data visualizations from the Fall 2024 data, and will share those with the group; the group can suggest additional visualizations they would like to see.

*Additional Documentation:* [November 2024 Statewide Delivery Count Sheet](#)

*Discussion:*

R. Rosenstiel reminded the group to review the Fall counts sheet and fill in as much information as they have for their systems. C. Baumann suggests doing the Spring counts in April to stay away from potential snow disruptions. A. Noel suggested the first half of April with Easter and WAPL in the second half of the month. The group determined that the next volume counts data collection period will run from April 6-12, knowing that any timeframe during April could be used. Due date is the end of May. R. Rosenstiel will send out a reminder to the workgroup a week ahead of time.

The group reviewed a [delivery count summary spreadsheet](#) with preliminary data visualizations. It was noted that in addition to the charts provided, information on costs, specifically cost per stop, cost per piece moved, total cost and cost per courier would be helpful. Project managers will work on this.

**b. 2025 Delivery Workgroup Meeting Schedule**

*Background:* The workgroup meets on the first Friday of each month at 9:00am. In 2025, this schedule will coincide with two events: Friday May 2nd is WAPL, and Friday July 4th is Independence Day. This schedule also bumps against the WPLC Annual Member Meeting, which is scheduled for Friday, April 4th, 10:00am-11:00am.

*During the meeting:* The group can decide if they would like to keep the April, May, and July meetings as scheduled, or if any should be rescheduled or canceled.

*Discussion:* The group decided to keep the April meeting as is and will determine the May and July meetings closer to those dates.

C. Baumann noted that SCLS will be shutting down service June 13th for an inservice and install of an anti-fatigue flooring. SCLS also has been focusing on safety and safety training. This could be a future discussion topic.

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Meeting ended at 9:42 am