

**Wisconsin Public Library Consortium**  
***Delivery Workgroup Agenda***  
**October 3rd, 2025, at 9:00 am**  
**Location: Neenah Public Library (240 E Wisconsin Ave, Neenah, WI 54956)**  
**and by Zoom\***

**1. 8:30am (Optional) Tour of Neenah Public Library's Delivery/Sorting Operations**

*In-person attendees are invited to a tour of Neenah Public Library's delivery and sorting operations, led by Clairellyn Sommersmith and Neenah Public Library's Lisa Laux-Robak.*

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

**3. Updates and Announcements**

**a. Statewide Delivery Volume Counts: Fall Collection Period**

*Link:* [Statewide Delivery Volume Counts - Fall 2025](#)

The Fall 2025 collection period is scheduled for October 27th - November 23rd. Systems will be asked to have their data entered before December 31st.

**b. Reminder: Daily Delivery Statistics Collection Pilot**

At the April 2025 meeting, SCLS presented the statistics that are collected daily. The group was interested in collecting similar delivery data on a larger scale, piloting SCLS' processes with a small system first. If any systems are interested in piloting a daily data collection, reach out to Corey Baumann for details, resources, and information.

**4. Discussion Items**

**a. Intersystem Delivery Best Practices & Service Standards Document: Updated Draft Review & § Service Sustainability Discussion**

*Document:* [Intersystem Delivery Best Practices & Service Standards \(Draft\)](#) - Markup Copy  
[Intersystem Delivery Best Practices & Service Standards \(Draft\)](#) - Clean Copy

*Background:* The delivery workgroup has been reviewing and revising the [2022 Delivery Standards](#) document. Project Managers have made updates to sections I and II based on the workgroup's feedback. Additionally, the group decided to work through subsections under *Service Sustainability* as a large-group over the next few meetings.

*During the meeting:* The group will review the updated draft document for further updates; and will discuss *Service Sustainability: §I. Security of long-term consistency of service.*

**WPLC Delivery Workgroup Resources**

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



**5. Member Sharing**

Workgroup members are invited to share any ideas or challenges that they would like to discuss.

**6. (Optional) Tour of Oshkosh Public Library Delivery Operations**

*In-person attendees are invited to travel to Oshkosh for a tour of Winnefox's / Oshkosh Public Library's delivery operations, led by Clairellyn Sommersmith.*

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Join the Meeting

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

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