WAUPACA AREA PUBLIC LIBRARY
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WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING AGENDA
WEDNESDAY, OCTOBER 21, 2026, 5:00 PM
CITY OF WAUPACA COUNCIL CHAMBERS

Mission Statement: "…committed to offering opportunities for connections innovation, and engaged learning."

1. ROLL CALL :

   COMMITTEE MEMBERS: Julie Eiden, Sarah Hanneman, Cory Nagel, Holly Olsen, Melanie Peterson, and John Turner.

2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. Discussion of 2027 Budget Options

4. Adjournment

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND.

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

Comparison: Technical Services Full Time Versus Part Time

FULL TIME

POSITION	HOURS/WK	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL
Technology Coordinator	40	$41,929.42	$25,329.60	$67,259.02

PART TIME

POSITION	HOURS/WK	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL
Technology Associate	25	$18,200.00	$2,648.10	$20,848.10
Technology Associate	21	$15,288.00	$2,224.00	$17,512.00
TOTAL	46	$33,488.00	$4,872.10	$38,360.10

COST DIFFERENCE	**6**	**-$8,441.42**	**-$20,457.50**	**-$28,898.92**

Proposal for Technology Coordinator Positions
Date: October 20, 2026

SUMMARY: The intent of this document is to list current primary responsibilities of the Technology Coordinator position and analyze possible coverage of responsibilities by part time staff.

CURRENT RESPONSIBILITIES

FT Technology Coordinator

- Cataloging Adult Print Materials
- Selection of Adult Audio Books
- Selection of Large Print
- Job Services Coordinator
- Supplies Purchaser
- Technology Appointment Coordinator
- Twelve hours reference desk

NEW PART TIME POSITIONS

Technology Associate

- Cataloging Materials (Primary)
- Four and a half hours reference desk
- Selection of Large Print
- Supplies Purchaser

Services Associate

- Cataloging Materials (Secondary)
- Seven and a half hours reference desk
- Selection of Adult Audio Books
- Job Services Coordinator
- Technology Appointment Coordinator

CONCLUSION: The proposed plan has a number of advantages. It would increase staff hours, reduce estimated staff cost by $28K and provide additional redundancy for some essential staff responsibilities. Implementation does offer some challenges. Most notably, finding the right persons for the part time positions.

Recommendation for Budget 2027

DATE: October 21, 2026

SUMMARY: The intent of this document is to provide a recommendation for a balanced budget for 2027.

The following steps are recommended:

- To keep Hoopla for 2027, until the process of determining the future of the tech services position can be finalized.
    - This will allow existing donations to be expended. Current commitments and received donations total $6,475.
- The budget can be kept balanced through some necessary spend down of donations. These include:
    - $4,475 for digital materials
    - $4,720 for large print materials
    - $2,748 for audiobooks

CONCLUSION: At the end of 2027, the budget can be balanced by either staffing changes or the termination of our contract with Hoopla.

Respectfully submitted,

Eric Scott Bailey