



City of Neenah
Public Library Board of Trustees Agenda
Wednesday, August 19, 2026 at 4:00 PM
Orlady Community Room
Neenah Public Library
240 E. Wisconsin Avenue

- I. Call to Order
- II. Public Appearances
- III. Board consideration of public questions and comments
- IV. Approval of Minutes
 - A. Approval of Minutes from July 15, 2026
 - B. Approval of Minutes for the August 5, 2026 Finance and Personnel Committee Meeting
- V. Financial Report
 - A. Bills for consideration [Action Item]
 - B. Monthly Financial Reports
 - C. Quarterly Trust Fund Reports [available at meeting]
- VI. New Business
 - A. Area Health Education Centers Community Health Internship Program Presentation
 - B. 2027 Operating Budget [Action Item]
 - C. Electronic Material Platforms
- VII. Reports
 - A. Library Statistical Report
 - B. Director's and Department reports
 - C. Neenah City Council representative
 - D. Neenah Joint School District Representative
 - E. Teen representatives
 - F. Winnebago County representative
- VIII. Announcements and Future Agenda Items
- IX. Next regularly scheduled meeting time and date: September 16, 2026
- X. Adjournment

Notice: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

Everyone is welcome to participate in library programs, events, and activities, attend library board meetings, and utilize library services and resources. If accommodations are needed,

please contact the Library's information desk by phone at 920-886-6315 or by email at library@neenahlibrary.org, or contact the City's ADA Coordinator by phone at 920-886-6100 or by email at clerk@neenahwi.gov. Notifying us at least 24 hours in advance will allow us time to address your request. Thank you.

Neenah Public Library Board of Trustees Meeting Minutes – July 15, 2026

The meeting of the Neenah Public Library Board of Trustees held on July 15, 2026, in the Roger and Nancy Orlady Community Room, was called to order by Fieldhack at 4:02 p.m.

Members present: Frank Cuthbert, Tami Erickson, Randy Fieldhack, Ben Frank, Elizabeth Irish, Pat Rickman, and Emmaxia Rockweit.

Also present: Nicole Hardina-Wilhelm, director; Mehta Hess, adult services manager; Katrina Wulff, youth services manager; Melissa Kazmer, adult services librarian; Clairellyn Sommersmith, and Mark Neuman.

Members excused: Carol Codner, Kate Hancock-Cooke, Lisa Hemes, Michael Koller, Jenn McMahon, and Kay Doiron.

Minutes

Erickson arrived at 4:03 pm.

On motion of Rickman, seconded by Frank, the Board approved the Library Board meeting minutes of June 17, 2026.

Bills for consideration

On the motion of Rickman, seconded by Erickson, the Board unanimously approved payment of the July bills.

Winnefox Automated Library Services (WALS) Agreement

On the motion of Fieldhack, seconded by Erickson, the Board unanimously approved the Winnefox Automated Library Services (WALS) Agreement.

Director's and Technical Services Report

Director Hardina-Wilhelm reported that the June Memory Cafe featured a fishing excursion with the Neenah High School Fishing Team and was a great success, with one participant catching 12 fish! She also shared an update on faxing and copying prices at nearby libraries, and that we are still waiting for bids and plans from two other landscaping companies.

Department Reports

Adult Services Department

Hess shared that the ThedaCare new residents got a tour of the Library as a first stop on a scavenger hunt to get to know the community, and they were eager to learn about the

resources and programs available. A library story was also shared about a family who comes weekly from Shiocton to visit the library and take advantage of the walkable community.

Circulation Services Department

Kazmer filled in for Baird, presenting the number of participants who completed May's Max Out Your Library Card promotion, and that a family was delighted to save \$45 by using our Building for Kids Experience Pass, and the kids had a great time!

Youth Services Department

Wulff shared that we are well over the Summer Reading signups from all last summer, and taking the Bibliocycle out to the Boys and Girls Club has been a great collaboration. She also shared that a Toddler Time parent recently said, "You do the BEST story time!"

Next regularly scheduled meeting

Wednesday, August 19 at 4:00 pm in the Roger and Nancy Orlady Community Room.

Adjournment

On motion of Erickson, seconded by Frank, the Library Board adjourned at 5:12 pm.

Respectfully submitted,



Mehta Hess

**NEENAH PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
August 5, 2026**

The Finance and Personnel Committee meeting was called to order at 2:14 pm in the Carpenter Room.

There were no public questions or comments.

Members present: Chair of Finance & Personnel Committee Pat Rickman, Michael Koller, Randy Fieldhack, and Beth Irish. Also present: Nicole Hardina-Wilhelm, Library Director.

Director Hardina-Wilhelm presented the 2027 Operating Budget request.

The Committee discussed the line items within the Operating Budget. The director answered questions about specific items and budget requests. The director noted that some numbers are estimates and are awaiting firm numbers from the Finance Department (salaries, health insurance, etc.)

After a thorough review, on motion of Rickman, seconded by Fieldhack, the Finance & Personnel Committee unanimously approved the 2027 Operating Budget as amended and will recommend its adoption by the Library Board of Trustees.

On motion of Fieldhack, seconded by Irish, the Finance & Personnel Committee adjourned at 3:20 pm.

Respectfully submitted,

Pat Rickman

**Neenah Public Library
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
01 Administration Expense				
0227 Cellular Phone				
08/01/26		Edward Patroelj	Cell phone stipend	40.00
Total 0227 Cellular Phone				40.00
0218 Software Maintenance				
08/01/26	YTR.N9P3...	Google	YouTube Subscription	12.59
08/01/26	5612630880	Google	Google Workspace	8.40
08/04/26	3518891879	Adobe	Adobe Acrobat Pro	19.99
08/04/26	01EA93363...	Netflix	Netflix Subscription	20.99
Total 0218 Software Maintenance				61.97
0101 Salaries				
08/13/26		Salaries	07/26	98,252.78
Total 0101 Salaries				98,252.78
0102 Hourly Wages				
08/13/26		Hourly Wages	7/26	65,987.02
Total 0102 Hourly Wages				65,987.02
0103 Temporary Wages				
08/13/26		Temporary Wages	7/26	7,358.64
Total 0103 Temporary Wages				7,358.64
0109 Premium Pay				
08/13/26		Premium Pay	7/26	1,288.62
Total 0109 Premium Pay				1,288.62
0110 Health Insurance				
08/13/26		Health Insurance	7/26	16,210.00
Total 0110 Health Insurance				16,210.00
0111 Fringes				
08/13/26		Fringes	7/26	23,194.00
Total 0111 Fringes				23,194.00
0123 Auto Allowance				
08/01/26		Edward Patroelj	July Mileage	31.18
Total 0123 Auto Allowance				31.18
0206 Advertising & Publication				
08/04/26		istockphoto.com	Istock Photos Credits	33.00
Total 0206 Advertising & Publication				33.00
0207 Dues & Memberships				
Wisconsin Library Association				
08/01/26	25212	Wisconsin Library Association	WLA Membership Renewal - 3 Individual	192.00
Total Wisconsin Library Association				192.00
0207 Dues & Memberships - Other				
08/04/26		Notary Bond Renewal	Notary Bond Renewal - Melissa Kazmer	30.00
08/04/26		WI Dept of Financial Institutions	Notary Bond Renewal - Melissa Kazmer	20.00
08/04/26		WI Dept of Financial Institutions	Notary Bond Renewal - Meghan Odegard	20.00
08/04/26		Notary Bond Renewal	Notary Bond Renwal - Meghan Odegard	30.00
Total 0207 Dues & Memberships - Other				100.00
Total 0207 Dues & Memberships				292.00
0214 Maintenance of Buildings				
Elevator				
08/01/26		National Elevator Inspection Serv...	2026 Elevator Inspection	50.00

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**Neenah Public Library
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
		Total Elevator		50.00
		Lights & Ballasts		
08/01/26	2026259	Kuehl Electric Inc	LED Upgrae to 2nd Floor Admin Foyer	725.00
		Total Lights & Ballasts		725.00
		Plumbing		
08/01/26	42379	Jim's Plumbing	1st Floor Women's Toilet Repair	172.50
		Total Plumbing		172.50
		0214 Maintenance of Buildings - Other		
08/01/26	212714	Suburban Enterprises	Duct work Duct 023	295.29
08/04/26	1146607351...	Amazon	Furniture Sliders	11.39
08/11/26	230239	WG Inc.	Public Works paying 2158.00; Park & Rec paying...	281.52
		Total 0214 Maintenance of Buildings - Other		588.20
		Total 0214 Maintenance of Buildings		1,535.70
		0219 Maintenance of Land		
08/01/26	1126066838...	Amazon	Weed Killer	48.95
		Total 0219 Maintenance of Land		48.95
		0221 Telephone		
		Main phone system		
08/13/26		TDS Metrocom		302.27
		Total Main phone system		302.27
		Total 0221 Telephone		302.27
		0222 Electricity		
08/01/26	5999319425	WE Energies	06/05/26-07/06/26	6,259.00
08/11/26	6037185297	WE Energies	Gas & Electric 7/7/26 - 8/3/26	6,353.81
		Total 0222 Electricity		12,612.81
		0223 Natural Gas		
08/01/26	5999319425	WE Energies	06/04/26-07/05/26	154.65
08/11/26	6037185297	WE Energies	Gas & Electric 7/7/26 - 8/3/26	50.42
		Total 0223 Natural Gas		205.07
		0236 Outside Services		
		Mats&Mops		
08/01/26	4276173649	Cintas	Mats & Mops	329.89
08/04/26	4277680194	Cintas	Mats & Mops	329.89
		Total Mats&Mops		659.78
		Trash & Recycling		
08/01/26	U400001429...	GFL Environmental	August Recycling Service	149.07
		Total Trash & Recycling		149.07
		0236 Outside Services - Other		
08/01/26	40201	Central Delivery Service	AM Mail Service	210.00
		Total 0236 Outside Services - Other		210.00
		Total 0236 Outside Services		1,018.85
		0237 Pest Control		
08/01/26	99840446	Wil Kil Pest Control	Exterior Insect treatment - Maintenance 7/12/26	45.16
		Total 0237 Pest Control		45.16
		0249 Collection Services		
08/11/26	6162838	Unique	July Collection Services	164.80

**Neenah Public Library
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
Total 0249 Collection Services				164.80
0250 Copy Mach Lease/Supplies				
08/01/26	IN15699518	Gordon Flesch Company	Copy Machine Charges 6/15/26 - 7/21/26	656.21
08/04/26	18np03	Gordon Flesch Company	Copy Machine Lease 8/20/26 - 09/19/26	910.02
Total 0250 Copy Mach Lease/Supplies				1,566.23
0252 Rental of Equipment				
08/11/26	Q2479103	Quadient	Postage Meter Lease 9/5/26 -12/4/26	126.90
Total 0252 Rental of Equipment				126.90
0306 Cleaning/Janitor Supplies				
08/01/26	892327	Appleton Vacuum & Kirby Store	Vacuum Repair/Maintenance	51.95
08/01/26	CM00025035	Rocket Industrial	Refund for Cleaning Pads	-1,800.00
08/01/26	1145028737...	Amazon	Trash Bags	51.15
08/01/26	1143221664...	Amazon	Paper Towels & Soap	311.84
08/01/26	1124552241...	Amazon	Super Glue	22.56
08/01/26	1149967546...	Amazon	409 Cleaner	21.33
08/04/26	1141728168...	Amazon	Soap	167.97
08/04/26	1148937007...	Amazon	Paper Towels	101.58
08/06/26	IN00592585	Rocket Industrial	Trash Can Liners	163.71
08/11/26	IN00593265	Rocket Industrial	Bath Tissue	269.75
Total 0306 Cleaning/Janitor Supplies				-638.16
0340 Library Books & Materials				
Experience Kits				
08/04/26	1122325241...	Amazon	Calligraphy Paper	25.98
Total Experience Kits				25.98
Memory Maker Kits				
08/01/26	1128387877...	Amazon	Seeds	6.99
Total Memory Maker Kits				6.99
Adventures in Reading				
08/01/26	7600111611...	Michaels	Dominoes	36.90
Total Adventures in Reading				36.90
Flannel Boards				
08/01/26	1127577793...	Amazon	Media Pouches	143.91
Total Flannel Boards				143.91
Crafts 2 Go				
08/04/26	742869762	Oriental Trading	Valentine Magnet Craft Kit	21.96
Total Crafts 2 Go				21.96
Discovery 2 Go				
08/01/26	1034841287	Lakeshore Learning	Toys	99.97
Total Discovery 2 Go				99.97
Adult - Books				
08/01/26		Mill Pond Public Library	MISSHOLD on Kingston library book	26.99
08/01/26	2221276, 22...	Center Point Large Print	Books	251.70
08/01/26	1124750355...	Amazon	Book	14.99
08/01/26	1126011587...	Amazon	Book	9.99
08/01/26	9991029194...	Cengage	Books	336.80
08/01/26	9991029369...	Cengage	Book	27.20
08/01/26	9991029386...	Cengage	Books	59.20
08/01/26	9991029424...	Cengage	Book	30.40
08/04/26	1126992898...	Amazon	ABook	17.49
08/04/26	6291848355	Center Point Large Print	ABooks	190.50
08/06/26	11164	Ingram	July Ingram Statement 2026	7,183.74
Total Adult - Books				8,149.00

**Neenah Public Library
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
Adult - CDs				
08/01/26	1121119223...	Amazon	CDs	21.78
08/01/26	1125767222...	Amazon	CD	21.96
08/04/26	1121152802...	Amazon	ACD	13.97
08/04/26	1128292289...	Amazon	ACD	13.98
Total Adult - CDs				71.69
Adult - DVDs				
08/01/26	1121446560...	Amazon	DVDS	65.89
08/01/26	1120173886...	Amazon	dvd	29.98
08/01/26	1129038281...	Amazon	DVDS	55.98
08/01/26	1124617058...	Amazon	DVDs	149.91
08/01/26	1122579276...	Amazon	DVDs	49.96
08/01/26	1124617058...	Amazon	DVDs Credit	-0.24
08/01/26	1125398324...	Amazon	DVDs	99.80
08/01/26	1120976594...	Amazon	DVDs	52.97
08/01/26	1121594531...	Amazon	DVDs	73.16
08/01/26	509089117	Midwest Tape	DVDs	432.56
08/01/26	509103550	Midwest Tape	DVDs	64.48
08/01/26	509114026	Midwest Tape	DVDs	261.63
08/01/26	509167139	Midwest Tape	DVDs	98.20
08/01/26	509167270	Midwest Tape	DVD	43.49
08/01/26	509167271	Midwest Tape	DVDs	44.98
08/01/26	509167272	Midwest Tape	DVDs	226.42
08/01/26	509183055	Midwest Tape	DVDS	46.48
08/01/26	509183054	Midwest Tape	DVDs	262.37
08/04/26	1123726928...	Amazon	ADVDs	135.65
08/04/26	1121641469...	Amazon	ADVDs	40.40
08/04/26	1127553085...	Amazon	ADVDs	81.80
08/04/26	1129512026...	Amazon	ADVD	29.99
08/04/26	1120275263...	Amazon	ADVDS	35.98
08/04/26	1120275263...	Amazon	ADVD	35.38
08/04/26	1120275263...	Amazon	ADVD	15.99
08/04/26	1120275263...	Amazon	ADVDs Credit	-3.40
08/04/26	1121641469...	Amazon	DVDs Credit	-0.42
Total Adult - DVDs				2,429.39
Adult - Digital Books				
08/01/26	538606	Playaway Products	Digital Books	651.65
Total Adult - Digital Books				651.65
Adult - Periodicals				
08/01/26	07/01/2026	oshkosh Northwestern	Renewal	31.00
08/01/26	07/01/26	Post-Crescent	Subscription Renewal	64.00
08/01/26	07/03/26	milwaukee Journal Sentinel	Subscription Renwal	33.00
08/04/26	07/26	Capital Newspapers	Capital Newspaper Subscription	62.80
Total Adult - Periodicals				190.80
Youth - Books				
08/01/26	1124231731...	Amazon	Book	9.49
08/04/26	1128212664...	Amazon	JBooks	37.18
08/04/26	1128167290...	Amazon	JBook	13.45
08/04/26	1122593426...	Amazon	JBook	10.22
08/06/26	11164	Ingram	July Ingram Statement 2026	412.05
Total Youth - Books				482.39
Total 0340 Library Books & Materials				12,310.63
0341 Library Supplies				
Coffee Supplies				
08/04/26	1149651628...	Amazon	Coffee & Supplies for sale	166.50
Total Coffee Supplies				166.50
Snacks for Sale				
08/01/26	1141271114...	Amazon	Oreos for Sale	47.98

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**Neenah Public Library
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
08/01/26	3861894541...	Wal Mart	Soda & Bubblr for Sale	64.40
08/04/26	1141865679...	Amazon	Oreos	47.40
08/04/26	03587	Walmart	Soda	103.02
Total Snacks for Sale				262.80
Paper				
08/01/26	929667	Discount Paper Products Inc	Receipt Paper	80.99
Total Paper				80.99
0341 Library Supplies - Other				
08/01/26	1143864853...	Amazon	Small cups for Water Fountains	24.29
08/01/26	200724736	Cricut Shop	Cricut Subscription	10.49
08/04/26	1147683904...	Amazon	cash receipt book	6.98
08/11/26	OE-66351	Fox Stamp, Sign & Speciality	Notary Stamp - M Mueller	46.95
Total 0341 Library Supplies - Other				88.71
Total 0341 Library Supplies				599.00
0342 Tech Services Supplies				
08/01/26	8256211	Online Labels	Labels	68.27
Total 0342 Tech Services Supplies				68.27
Total 01 Administration Expense				242,715.69
03 WALS Expense				
0203 Postage				
08/01/26	WLS4734	Winnefox Library System	June 2026 Post & Voice Notifications	174.42
Total 0203 Postage				174.42
Total 03 WALS Expense				174.42
95 Funds Carried Forward				
0236 Outside Services				
08/01/26	0036326-IN	Corcoran	2nd Floor Window Leak	1,798.75
08/01/26	F4-260719441	Cummins Sales and Service	Generator repair	931.80
08/01/26	F4-260719658	Cummins Sales and Service	Generator Repair	2,719.33
08/04/26	F4-260720442	Cummins Sales and Service	Generator Repair	876.12
08/05/26	242539	H.J. Martin and son, inc	Drywall & Wall Protection	1,575.00
Total 0236 Outside Services				7,901.00
Total 95 Funds Carried Forward				7,901.00
TOTAL				250,791.11

**Neenah Public Library Trust Fund
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
87 Library Materials Expense				
0340 Library Materials				
EXPERIENCE PASS				
08/01/26	936643Hair	Barlow Planetarium	Membership Renewal	5.00
Total EXPERIENCE PASS				5.00
Total 0340 Library Materials				5.00
Total 87 Library Materials Expense				5.00
88 Program Expense				
0236 Outside Services				
Adult				
08/04/26	000003968319	Omaha's Henry Doorly Zoo and ...	Memory Cafe Speaker	160.00
Total Adult				160.00
0236 Outside Services - Other				
08/01/26	20260708-259...	Space Center Houston	Memory Cafe Speaker Fees	185.00
08/05/26		Broda, Sarah	Speaker Fees for General Adult program 8/7/26...	300.00
Total 0236 Outside Services - Other				485.00
Total 0236 Outside Services				645.00
0343 Program Supplies				
Adult				
Bookscription				
08/01/26	112534404053...	Amazon	Tootsie Rolls	37.32
08/01/26	112011966710...	Amazon	Organza Bags	15.98
Total Bookscription				53.30
Adult - Other				
08/04/26	APLW86019	Menard's Appleton West	Adult Art Box	25.95
Total Adult - Other				25.95
Total Adult				79.25
Summer Library Program - Youth				
08/04/26	114458067450...	Amazon	Rubber Ducks	19.98
08/04/26	71221	Interstate Books4School	Prize Books	198.00
Total Summer Library Program - Youth				217.98
Youth				
Family Program Packs				
08/01/26	112066637948...	Amazon	Portion Cups	17.89
Total Family Program Packs				17.89
Fresh Pages				
08/01/26	112546753287...	Amazon	Honey Sticks	79.96
08/04/26	742869762	Oriental Trading	Craft Kits for Fresh Pages	359.28
Total Fresh Pages				439.24
Play Literacy Box Car				
08/04/26	112615147515...	Amazon	Dry Erase Markers - Literacy Packs	5.38
08/04/26	112002063084...	Amazon	Media Pouches - Literacy Packs	101.94
Total Play Literacy Box Car				107.32
School Outreach				
08/04/26	111116635765...	Amazon	Whiteboard	10.62
08/04/26	111590396039...	Amazon	Chart & Magnets	23.08
Total School Outreach				33.70
Youth - Other				
08/01/26	112154823606...	Amazon	Craft/School Supplies - DIY School Supplies Pr...	126.19

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**Neenah Public Library Trust Fund
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
08/01/26	112871878436...	Amazon	Craft Supplies - DIY School Supplies Program	32.03
08/01/26	112578473994...	Amazon	Bubble Guns for Musical Movers Storytime	39.98
08/01/26	61101	wild Wonder Foundation	Birding & Nature Journals for Citizen Science	54.00
08/01/26	112919059081...	Amazon	Pipe Cleaners for Anywhere Art	21.99
08/01/26	112019074963...	Amazon	Black Cardstock for Dinovember Program	29.99
08/04/26	112635230324...	Amazon	Modeling Clay - Anywhere Art	37.32
08/04/26	114452223464...	Amazon	Christmas Crafts - Spirit of the Season	71.67
Total Youth - Other				413.17
Total Youth				1,011.32
0343 Program Supplies - Other				
08/01/26	114989619303...	Amazon	yoga mats	94.99
Total 0343 Program Supplies - Other				94.99
Total 0343 Program Supplies				1,403.54
0348 Refreshments				
Youth				
08/01/26	AAC76NSGAE...	Ropella, Nicole	DQ Downtown Neenah Popcorn for Family Movi...	10.49
Total Youth				10.49
Total 0348 Refreshments				10.49
Total 88 Program Expense				2,059.03
91 General Expense				
0115 schools and training				
08/01/26	TR-011611	UW Madison	Back in Circulation - UW Madison CERC for Nic...	323.21
08/04/26	91A88195A28...	Chrysalis Inc	Creating a Culture of Connection Summit - Lisa ...	50.00
Total 0115 schools and training				373.21
0236 Outside Services				
Piano				
08/01/26	26NPL002	Imobersteg Piano Service	Piano Tuning 7/8/26	175.00
Total Piano				175.00
Total 0236 Outside Services				175.00
0261 Misc Expenditures				
Volunteer Recognition				
08/04/26	01465	Walmart	Treats for Volunteers	99.44
08/04/26	672	Printech	T-shirts for Volunteers who reached 10 hours	30.00
Total Volunteer Recognition				129.44
0261 Misc Expenditures - Other				
08/04/26		Neenah Joint School Dist	Adult Summer Lunches Provided the Week of t...	1,006.50
Total 0261 Misc Expenditures - Other				1,006.50
Total 0261 Misc Expenditures				1,135.94
Total 91 General Expense				1,684.15
92 Staff Recognition Expense				
0128 Employee Awards				
Years of Service Awards				
08/01/26		Schraufnagel, Hannah	10 years of service award (August 15)	60.00
08/01/26		Laux-Robak, Lisa	10 years of Service Award (Aug 25)	60.00
Total Years of Service Awards				120.00
Total 0128 Employee Awards				120.00
0261 Misc Expenditures				
08/04/26	114090777097...	Amazon	Congratulations Cards	7.99

**Neenah Public Library Trust Fund
Expense - Monthly
August 2026**

Date	Num	Source Name	Memo	Amount
			Total 0261 Misc Expenditures	7.99
			Total 92 Staff Recognition Expense	127.99
			93 Youth Expense	
			0348 Refreshments	
08/04/26	114183163372...	Amazon	August Snacks	64.14
			Total 0348 Refreshments	64.14
			Total 93 Youth Expense	64.14
TOTAL				3,940.31

Month-End Expenditures Budget Report
Period Ending -7/31/2026 58 % of Year Elapsed

	Account Number	Account Description	M-T-D Actuals	2026 Y-T-D Actuals	Current Enc.	Y-T-D Expendi.	Adjusted Budget	Remaining Balance	Bud % Used
Library Operations									
Personal Services	010-9501-821.01-01	Salaries	65,014	470,517	0	470,517	861,660	391,143	55
	010-9501-821.01-02	Hourly Wages	43,307	325,783	0	325,783	585,360	259,577	56
	010-9501-821.01-03	Temporary Wages	5,443	39,420	0	39,420	84,000	44,580	47
	010-9501-821.01-09	Premium Pay	874	6,930	0	6,930	14,500	7,570	48
	010-9501-821.01-10	Health Insurance	17,810	123,070	0	123,070	213,680	90,610	58
	010-9501-821.01-11	Fringes	15,379	113,046	0	113,046	207,340	94,294	55
	010-9501-821.01-15	Schools/Seminars/Training	0	0	0	0	0	0	0
	010-9501-821.01-23	Auto Allowance	9	560	0	560	1,000	440	56
			147,836	1,079,326	0	1,079,326	1,967,540	888,214	55
Contractual Services	010-9501-821.02-02	Outside Printing	0	0	0	0	0	0	0
	010-9501-821.02-03	Postage	61	1,671	0	1,671	2,750	1,079	61
	010-9501-821.02-06	Advertising & Publication	0	663	0	663	800	137	83
	010-9501-821.02-07	Dues & Memberships	288	480	0	480	2,000	1,520	24
	010-9501-821.02-14	Maintenance of Buildings	4,969	38,367	0	38,367	60,000	21,633	64
	010-9501-821.02-18	Software Maintenance	62	2,030	0	2,030	8,000	5,970	25
	010-9501-821.02-19	Maintenance of Land	0	1,059	0	1,059	1,000	-59	106
	010-9501-821.02-21	Telephone	302	1,814	0	1,814	3,590	1,776	51
	010-9501-821.02-22	Electricity	6,231	36,440	0	36,440	76,000	39,560	48
	010-9501-821.02-23	Natural Gas	1,747	8,676	0	8,676	20,000	11,324	43
	010-9501-821.02-24	Water & Sewer	1,643	3,312	0	3,312	7,530	4,218	44
	010-9501-821.02-25	Commercial Dumpster	196	390	0	390	850	460	46
	010-9501-821.02-26	Storm Water	293	585	0	585	1,230	645	48
	010-9501-821.02-27	Cellular Telephone	66	382	0	382	350	-32	109
	010-9501-821.02-36	Outside Services	2,327	14,686	0	14,686	21,000	6,314	70
	010-9501-821.02-37	Pest Control	0	90	0	90	200	110	45
	010-9501-821.02-46	Property & Liability Ins	0	20,367	0	20,367	20,590	223	99
	010-9501-821.02-49	Collection Services	288	1,091	0	1,091	2,000	909	55
	010-9501-821.02-50	Copy Mach. Lease/Supplies	2,095	11,762	0	11,762	17,500	5,738	67
	010-9501-821.02-52	Rental of Equipment	0	254	0	254	630	376	40
	010-9501-821.02-55	IS Services/Internal	0	0	0	0	0	0	0
			20,568	144,119	0	144,119	246,020	101,901	59
Supplies & Materials	010-9501-821.03-01	Office Supplies	143	2,155	0	2,155	4,500	2,345	48
	010-9501-821.03-03	Computer Operation Supply	0	269	0	269	0	-269	0
	010-9501-821.03-06	Cleaning/Janitor Supplies	1,046	7,748	0	7,748	11,000	3,252	70
	010-9501-821.03-19	Safety Supplies	0	168	0	168	1,000	832	17
	010-9501-821.03-40	Library Books & Materials	13,855	99,973	0	99,973	210,000	110,027	48
	010-9501-821.03-41	Library Supplies	930	4,675	0	4,675	7,500	2,825	62
	010-9501-821.03-42	Tech Service Supplies	460	4,607	0	4,607	7,000	2,393	66

Month-End Expenditures Budget Report
Period Ending -7/31/2026 58 % of Year Elapsed

	Account Number	Account Description	M-T-D Actuals	2026 Y-T-D Actuals	Current Enc.	Y-T-D Expendi.	Adjusted Budget	Remaining Balance	Bud % Used
	010-9501-821.03-43	Small Program Packages	0	0	0	0	0	0	0
	010-9501-821.03-44	Small Equipment	-3,483	0	0	0	1,000	1,000	0
	010-9501-821.03-49	Electronic Materials	15,000	78,666	0	78,666	82,000	3,334	96
			27,951	198,261	0	198,261	324,000	125,739	61
			196,355	1,421,706	0	1,421,706	2,537,560	1,115,854	56
WALS Computerization									
Contractual Services	010-9503-821.02-03	Postage	0	889	0	889	1,500	611	59
	010-9503-821.02-36	Outside Services	0	174,027	0	174,027	174,030	3	100
	010-9503-821.02-53	Technology Res Fund	0	29,000	0	29,000	29,000	0	100
			0	203,916	0	203,916	204,530	614	100
			0	203,916	0	203,916	204,530	614	100
Funds Carried Forward									
Contractual Services	010-9598-821.02-36	Outside Services	0	17,006	0	17,006	0	-17,006	0
			0	17,006	0	17,006	0	-17,006	0
Capital Outlay	010-9598-821.81-33	All Other Equipment	0	0	0	0	0	0	0
			0	0	0	0	0	0	0
			0	17,006	0	17,006	0	-17,006	0
Library CIP									
Contractual Services	011-9550-743.02-36	Outside Services	0	0	0	0	0	0	0
			0	0	0	0	0	0	0

Month-End Expenditures Budget Report
Period Ending -7/31/2026 58 % of Year Elapsed

Account Number	Account Description	M-T-D Actuals	2026 Y-T-D Actuals	Current Enc.	Y-T-D Expendi.	Adjusted Budget	Remaining Balance	Bud % Used
		0	0	0	0	0	0	0
Contractual Services	013-9550-743.02-36 Outside Services	0	0	0	0	25,000	25,000	0
		0	0	0	0	25,000	25,000	0
		0	0	0	0	25,000	25,000	0

Month-End Revenue Report
Period Ending - 7/31/2026 58 % of Year Elapsed

	Account Number	Account Description	Y-T-D Revenues	Adjusted Budget	Remaining Balance	Bud % Received
Charges for Services						
Public Library	010-0000-542.02-00	Library Receipts	450	600	150	75
	010-0000-542.03-00	Coffee Sales	308	300	-8	103
	010-0000-542.04-00	Bottled Beverages/Snacks	1,539	2,500	961	62
	010-0000-542.05-00	Copier/Printer Fees	9,546	13,000	3,454	73
	010-0000-542.07-00	Lost/Damaged Materials	3,642	8,000	4,358	46
	010-0000-542.07-95	Insurance Recoveries	0	0	0	0
	010-0000-542.08-00	Exam Proctoring	474	150	-324	316
	010-0000-542.19-00	P-Card Rebate	1,351	3,400	2,049	40
	010-0000-542.20-00	Winnebago County	1,035,713	1,035,710	-3	100
	010-0000-542.21-00	Calumet County	32,751	32,750	-1	100
	010-0000-542.22-00	Fond Du Lac County	887	880	-7	101
	010-0000-542.23-00	Waushara County	1,094	1,090	-4	100
	010-0000-542.24-00	Green Lake County	137	130	-7	105
	010-0000-542.25-00	Waupaca County	3,115	3,110	-5	100
	010-0000-542.26-00	Outagamie County	137,340	137,340	0	100
	010-0000-542.49-00	Collection Fee Charges	599	900	301	67
	010-0000-542.50-00	Appl Carryover Balance	0	40,000	40,000	0
			1,228,946	1,279,860	50,914	96
			1,228,946	1,279,860	50,914	96
			1,228,946	1,279,860	50,914	96



Memorandum

Date: August 19, 2026
To: Library Board of Trustees
From: Nicole Hardina-Wilhelm, Library Director
RE: 2027 Operating Budget [Action Item]

Library Finance and Personnel Committee met on Wednesday, August 5, 2026 to discuss the Library's budget request. After thoroughly reviewing and discussing the budget, the committee approved recommending it to the Library for discussion and approval. Line items will continue to be revised as the director receives updates from the City. The director will keep the Board apprised of changes to the budget request.

Committee Recommendation: Approve the 2027 budget request.

Attachments:

1. Library Administration
2. 2025 in Review
3. Youth Services Librarian Position
4. 2027 LIBRARY Expenditures
5. 2027 LIBRARY Revenues

**CITY OF NEENAH
2027 OPERATING BUDGET
PROGRAM COMMENTS**

Department/Office: Neenah Public Library	Budget: Administration
Program: Culture and Recreation	Submitted by: Library Board of Trustees

Goal/Responsibility:

- To offer public library services to residents of all ages in compliance with Wisconsin statutes and standards.
- To address the community's needs and interests in literacy, entertainment, education, and enrichment.
- To provide opportunities for residents to connect with the community through programming, services, and accessible meeting spaces.
- To fulfill the Library's mission: Inspiring ideas, enriching lives, creating community, celebrating literacy.

Activities:

- Select, catalog, display, and facilitate efficient checkout and return of library materials for all ages in various formats, including electronic resources.
- Offer programming and services tailored for the community throughout all life stages and in diverse formats.
- Deliver outreach services to schools, childcare centers, senior facilities, and individuals who are homebound.
- Provide instruction and support on how to utilize the library and its resources effectively.
- Create community spaces for reading, programming, tutoring, meetings, studying, and more.
- Administer the library per Wisconsin statutes, city ordinances, and Library Board policies.

Recent Accomplishments:

Circulation

According to preliminary statistics from the Wisconsin Department of Public Instruction, Neenah Public Library is the 11th highest circulating library (of physical items) in Wisconsin (as of the end of 2025) and the 11th highest circulating library of e-materials in Wisconsin (as of the end of 2025). Neenah has the 17th largest service population.

Neenah follows much larger, and in some cases multi-branch community libraries in circulation (Madison, Milwaukee, Brown County, Waukesha, etc.). Neenah is the highest circulating library in the Winnefox Library System, checking out 29% more items in 2025 than the next highest circulating library (Oshkosh).

Cost per Circulation

Cost per circulation is one measure of a library's efficiency in providing materials and services to the community. It is determined by dividing total expenditures by circulation. The library's cost per circulation was \$4.52 in 2025, which is below the average cost per circulation in the Winnefox Library System (\$7.87) and of other libraries in Winnebago County (\$7.26). Out of the top 25 circulating libraries in Wisconsin in 2025, we had the lowest cost per circulation. The average cost per circulation of the top 25 circulating libraries in the state was \$8.48.

Services and Programming

Library staff offer a range of services, including reference assistance and reader's advisory. They support patrons in using technology such as printing, faxing, and navigating their devices. Furthermore, staff assist patrons with job applications and government services, help locate materials for school assignments, refer patrons to community resources, and assist in selecting recreational and educational content for reading, viewing, and listening.

The library contracted with an American Sign Language interpreter to be present at several storytimes to fulfill an ADA accommodation request. The Friends of the Neenah Public Library, the Library's Trust Fund, and a grant from the John and Sally Mielke Early Years Fund for the Fox Valley within the Community Foundation of the Fox Valley Region (2026) provided funding for the ASL interpreter services at a cost of over \$17,000 to date.

In 2025, program offerings increased by 7% with a 15% increase in attendance at our programs, ranking 6th in attendance in the state, and 1st in the Winnefox System. Library programming is offered at the library, as well as at local parks, schools, daycares, and residential facilities. In 2025, staff visited over 13 schools and shared the love of reading with more than 3,000 students.

In response to our community survey asking for more areas for children to play, we opened Nina's Neighborhood, a place for children ages 2-6 years old to learn and explore through play. According to the American Academy of Pediatrics (AAP) play is critically important and lists the benefits of play as: supports healthy brain development; allows children to safely explore their fears and practice adult roles; and is a way that children build relationships with their peers and caregivers.

**CITY OF NEENAH
2027 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Neenah Public Library	Budget: Administration
Program: Culture and Recreation	Submitted by: Library Board of Trustees

Donations

Donations play a vital role in supporting programming, special projects, and purchases. The Library's Trust Fund received \$91,946 in donations in 2025. Programming is funded solely through donations, with total costs exceeding \$48,000. In 2025, Trust Fund expenditures were \$193,312 and the Friends of the Neenah Public Library expenditures were \$43,275 and paid for the following: materials, including hoopla, supplies for take and create kits, costs for staff to attend national and state conferences, creation of new meeting rooms, marketing firm's services, Nina's Neighborhood, sensory room, snacks for kids during the month of August on no school days, startup funds for the Experience Pass collection, and staff and volunteer recognition.

Partnerships

The Library values strong partnerships within the community. Staff regularly work with the following organizations for special events, projects, and ongoing programs: AARP, ADVOCAP*, American Chemical Society, Blind Tiger Games, Boys and Girls Club, Brain Center of Green Bay, Common Ground Fox Cities*, Community Clothes Closet, Early Learning Center, Ebb and Flow, Fox Cities PAC, Fox Cities Reads, Fox Crossing Park and Recreation, Fox Valley Community Table, Fox Valley Memory Project, Fox Valley Zine and Book Arts Festival (ZABA)*, Future Barlow Foundation*, Girl Scouts, Goodwill Industries, Highlands at Mahler Park, L.E.A.P. Cultural Community, Lake Edge Learning Center, Lawrence University, Lion's Tail Brewing, Neenah Historical Society, Neenah Joint School District, Neenah Lutheran Schools, Neenah Park and Recreation, Neenah Repair Cafe, NEWSTAR, Northeast Wisconsin Land Trust, Outagamie Master Gardeners, Photo Op, Plexus, Remarkable, St. Mary Central, St. Vincent de Paul, Stepping Stones Learning Center, The Brigade, Todd Stevens & Associates, Two Men and Truck, United Way, UW Extension-Winnebago County, Valley Transit*, Valley VNA, Volunteer Action Council, Wild Ones, Winnebago Audubon Society, Winnebago County (legal assistance clinics), Winnebago County Health Department*, Winnebago County Literacy Council*, Winnebago County Solid Waste*, Wisconsin DNR*, Wisconsin Water Library*, Women's Health Specialists, YMCA, and Youth-Go. (* are new partnerships)

2027 Goals/Plans:

- Create an outdoor play literacy area.
- Offer engaging, innovative, educational, and entertaining programming and services for all ages and at all stages of life and in a variety of formats – in-person, in-house, and in the community.
- Add a full-time youth services position to increase outreach services to support the needs of families.

Major Increases (Decreases) in 2027 Budget:

WALS (Winnefox Automated Library System) Computerization

The 2027 fee for WALS will remain the same. Included in the WALS fee are network equipment replacement costs, access to Library Software with shared access to materials for 29 libraries, patron notifications, Internet access fees, wireless access points, file sharing and backup, email, network security including backups, and cyber insurance. In 2025, the WALS web developer built a new website for the Library, including confirming the website met new Federal ADA standards and guidelines, at no additional cost to the Library.

Operating Receipts (revenue)

The Library will not see a revenue increase from Winnebago County for services to township residents as the city's appropriations for the library in 2026 were less than those for 2025, resulting in stagnant funding from Winnebago County. The Library will also receive payments from Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, and Waushara counties for checkout to their county residents at the Neenah Public Library.

Salaries

To meet the youth services department's growing needs and requests for outreach, I propose transitioning one part-time assistant youth services librarian position to a full-time youth services librarian beginning July 1. This position will be funded in part by retirement, the salary of the current part-time position, and reallocating funds from other sources. Public surveys have asked about services we cannot offer because of our limited staff hours. We need more staff time to adequately serve all populations: working families, daycares, middle school, and homeschoolers.

2025 IN REVIEW



Neenah
Public Library

OPEN

232,268

library patron visits



156,663

digital items
checked out

943

programs
offered



44,109

program
attendees

Area library comparison

Menasha

Oshkosh

Neenah

cardholders

10,294

27,335

21,333 = *19th

collection size

103,822

243,134

189,280 = *14th

check outs

179,743

456,602

588,932 = *11th

cost per circ

\$11.47

\$9.70

\$4.52 = *11th

service
population
= *17th



average cost per circulation

Winnebago
County

\$7.26

Winnefox

\$7.87

Top 25 circulating
libraries in WI

\$8.48

Neenah is top
circulating library in
Winnefox System with
lowest cost per circ

* State rankings are based on data from the 2025 Wisconsin Public Library Annual Reports.

Request to transition a part-time assistant librarian position to full-time employee for the Neenah Public Library Youth Department.

Current deficits/needs:

- We are one of the highest circulating libraries in our state, and our system—demands on youth staff time are numerous and high.
- Our library serves the 17th largest population among 381 libraries in the state. Notably, in 2025, we ranked 8th in program attendance (22nd in the number of programs held) for the 0-5 age group, and 9th in attendance (16th in the number of programs conducted) for the 6-11 age group statewide. Despite the popularity of our youth programs, staffing constraints limit our capacity to expand further.
- Public surveys have asked for services that we are unable to offer because of our limited staff hours. We do not have the staff time to adequately serve all populations: Working families; daycares; middle school/high school; homeschoolers. We currently offer several programs on a limited basis because of our lack of staff hours.
- We currently have one part-time staff person who spends 60% of her time at the elementary schools providing library services to over 3,000 students. She has increased the library's presence for these children, and we have seen an uptick in their library usage. This benefit also means that she is out of the building on an average 11 of her allotted 18 hours a week.
- For Youth's Fresh Pages book subscription service, the only two full-time staff in the Youth department each spend a minimum of four days a month selecting for over 400 youth patrons. During this time, they must decline outreach opportunities, and other staff, including casuals, need to cover the responsibilities of the department.

A full-time youth services librarian would:

- Allow us to provide more programs and outreach, including adding more weekend programs which are better for working parents.
- Provide opportunities for greater collaboration between library departments and community partners.
- Allow flexibility to the schedule, providing staff with more opportunities for staff development and to develop their skills and bring more engaging and enriching programs and services to the community.
- Require fewer casual hours.

The Neenah Public Library is known for its excellence both locally and statewide. However, there is so much more we could do to increase our successes and fulfill our mission. A full-time librarian will provide invaluable time and expertise to reach and exceed our goals.

		2026	2026 YTD	2026	2027	REQUEST				
		2026	2026 YTD	DEPT	DEPT	%	Budget numbers highlighted			
ACCOUNT	ACCOUNT DESCRIPTION	BUDGET	TOTAL	ESTIMATE	REQUEST	CHANGE	in green are provided by the City.			
Public Library										
Library Operations										
9501-821-0101	Salaries	861,660	372,264	846,300	901,580	4.6%				
9501-821-0102	Hourly Wages	585,360	259,796	587,120	576,930	-1.4%				
9501-821-0103	Temporary Wages	84,000	32,061	84,000	84,000	0.0%				
9501-821-0109	Premium Pay	14,500	5,641	14,000	14,500	0.0%				
9501-821-0110	Health Insurance	213,680	106,860	212,080	223,310	4.5%				
9501-821-0111	Fringes	207,340	89,852	211,160	211,160	1.8%				
9501-821-0115	Schools/Seminars/Training	-	-	-	-	#DIV/0!				
9501-821-0123	Auto Allowance	1,000	244	1,000	1,000	0.0%				
9501-821-0202	Outside Printing	-	618	620	-	#DIV/0!				
9501-821-0203	Postage	2,750	1,798	2,750	2,750	0.0%	Reducing number of mailed notices.			
9501-821-0206	Advertising & Publication	800	630	630	700	-12.5%				
9501-821-0207	Dues & Memberships	2,000	288	800	500	-75.0%				
9501-821-0214	Maintenance of Buildings	60,000	34,681	60,000	63,000	5.0%				
9501-821-0218	Software Maintenance	8,000	1,968	6,000	6,000	-25.0%				
9501-821-0219	Maintenance of Land	1,000	1,010	1,010	1,000	0.0%				
9501-821-0221	Telephone	3,590	1,512	3,630	3,590	0.0%				
9501-821-0222	Electricity	76,000	24,349	75,000	79,800	5.0%				
9501-821-0223	Natural Gas	20,000	7,814	18,000	21,000	5.0%				
9501-821-0224	Water & Sewer	7,530	3,312	7,530	7,910	5.0%				
9501-821-0225	Commercial Dumpster	850	390	800	800	-5.9%				
9501-821-0226	Storm Water	1,230	585	1,230	1,310	6.5%				
9501-821-0227	Cellular Telephone	350	316	800	880	151.4%	Stipend for employee \$40/month			
9501-821-0236	Outside Services	21,000	12,446	21,000	22,500	7.1%				
9501-821-0237	Pest Control	200	45	150	150	-25.0%				
9501-821-0246	Property & Liability Ins	20,590	20,367	20,370	21,620	5.0%				
9501-821-0249	Collection Services	2,000	875	2,000	2,000	0.0%				
9501-821-0250	Copy Mach. Lease/Supplies	17,500	10,195	17,500	17,750	1.4%				
9501-821-0252	Rental of Equipment	630	127	510	600	-4.8%				
9501-821-0255	IS Services/Internal	-	-	-	-	#DIV/0!				
9501-821-0301	Office Supplies	4,500	2,155	4,300	4,500	0.0%				
9501-821-0303	Computer Operation Supply	-	269	270	-	#DIV/0!				
9501-821-0306	Cleaning/Janitor Supplies	11,000	8,550	11,000	12,000	9.1%				
9501-821-0319	Safety Supplies	1,000	168	1,000	500	-50.0%	Moved \$500 into Cleaning supplies			
9501-821-0340	Library Books & Materials	210,000	88,710	210,000	200,000	-4.8%	Audiobook purchases			
9501-821-0341	Library Supplies	7,500	4,077	7,500	7,500	0.0%				

9501-821-0342	Tech Service Supplies	7,000	4,539	7,000	7,000	0.0%				
9501-821-0343	Small Program Packages	-	-	-	-	#DIV/0!				
9501-821-0344	Small Equipment	1,000	-	-	-	-100.0%				
9501-821-0349	Electronic Materials	82,000	78,666	82,000	92,000	12.2%	10,000 for audiobooks			
* Library	Operations	2,537,560	1,177,178	2,519,060	2,589,840	2.1%	(52,280)			
WALS Computerization						#DIV/0!				
9503-821-0203	Postage	1,500	536	1,500	2,500	66.7%				
9503-821-0236	Outside Services	174,030	174,027	174,030	174,030	0.0%				
9503-821-0253	Technology Res Fund	29,000	29,000	29,000	19,000	-34.5%	Service contracts have been reduced.			
* WALS Computerization		204,530	203,563	204,530	195,530	-4.4%	Use funds to pay for Fulltime Librarian.			
Funds Carried Forward						#DIV/0!				
9598-821-0236	Outside Services	-	12,958	58,340	-	#DIV/0!				
9598-821-8133	All Other Equipment	-	-	-	-	#DIV/0!				
* Funds C	arried Forward	-	12,958	58,340	-	#DIV/0!				
** Public	Library	2,742,090	1,393,699	2,781,930	2,785,370	1.6%	43,280			
							(39,840)			

		2024	2025	2026	2026 YTD	2026	2027	REQUEST				
		2024	2025	2026	2026 YTD	DEPT	DEPT	%				
ACCOUNT	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	TOTAL	ESTIMATE	REQUEST	CHANGE				
010-542-02	Library Receipts	88	720	600	397	800	600	0.0%				
010-542-03	Coffee Sales	439	531	300	280	500	400	33.3%				
010-542-04	Bottled Beverages/Snacks	5,616	2,605	2,500	1,130	2,400	2,500	0.0%				
010-542-05	Copier/Printer Fees	14,023	16,707	13,000	8,422	16,000	15,000	15.4%				
010-542-07	Lost/Damaged Materials	9,256	8,030	8,000	3,410	7,500	8,000	0.0%				
010-542-07	Insurance Recoveries	743	-	-	-	-	-	#DIV/0!				
010-542-08	Exam Proctoring	176	207	150	429	800	400	166.7%				
010-542-19	P-Card Rebate	5,681	5,481	3,400	1,351	2,700	2,500	-26.5%	Largest bookseller no longer accepts credit cards without charging a fee			
010-542-20	Winnebago County	940,336	1,022,087	1,035,710	1,035,713	1,035,710	1,035,710	0.0%				
010-542-21	Calumet County	24,413	21,186	32,750	32,751	32,750	37,600	14.8%				
010-542-22	Fond Du Lac County	1,858	1,707	880	887	880	1,000	13.6%				
010-542-23	Waushara County	946	2,077	1,090	1,094	1,090	700	-35.8%				
010-542-24	Green Lake County	302	17	130	137	140	710	446.2%				
010-542-25	Waupaca County	4,072	3,025	3,110	3,115	3,110	3,880	24.8%				
010-542-26	Outagamie County	-	136,498	137,340	137,340	137,340	123,580	-10.0%				
010-542-49	Collection Fee Charges	1,685	1,353	900	574	1,000	1,100	22.2%				
010-542-50	Appl Carryover Balance	-	-	40,000	40,000	58,340	-	-100.0%				
* Publ	Public Library	1,009,634	1,222,231	1,279,860	1,267,030	1,301,060	1,233,680	-3.6%				



Memorandum

Date: August 19, 2026
To: Library Board of Trustees
From: Nicole Hardina-Wilhelm, Library Director
RE: Electronic Material Platforms

eBook Pricing | Overview & History

There are many factors at play that affect the prices and availability of digital books for libraries. eBooks and digital audiobooks cost more for libraries than for individual consumers because of how licensing models work in the publishing industry.

There are several reasons eBooks and digital audiobooks cost more for libraries:

1. Libraries Don't "Buy" eBooks and audiobooks — They license them. When a consumer buys an eBook or audiobook, they get a personal license for their own use, usually indefinitely. Libraries, however, must purchase special licenses that allow them to lend the eBook to multiple users (one at a time, concurrent use, or cost per circulation). These licenses are more expensive.
2. Publisher Licensing Models Are More Restrictive. Publishers set the price of the title, not the platform providers. Titles are offered to libraries in one or more of the following models:
 - a. **One Copy/One User:** Only one person can borrow the eBook at a time. Prices are often 3–5x the consumer price.
 - b. **Metered Access:** The license expires after a set number of checkouts (e.g. 26 borrows) or after a certain time (e.g. 2 years).
 - c. **Concurrent Use:** Allows multiple checkouts at once, but the price is often considerably more expensive than other models.
 - d. **Cost Per Circulation:** A charge is incurred by the Library when a user checks out an item. Costs range from \$.99 to \$3.99.

The Neenah Public Library currently subscribes to three platforms:

1. Overdrive, also known as Libby or Wisconsin's Digital Library. We help fund the statewide collection and Winnefox's Advantage account (copies purchased to fill high-hold titles available only to Winnefox cardholders). We pay annually to both the statewide collection and to the Winnefox Advantage collection. In 2026, the amounts were \$16,782 for the Statewide Collection and \$20,033.12 for the Advantage Collection, for a total of \$36,815.92. Formats available on Overdrive are eBooks, digital audiobooks, and magazines. Librarians from around the state select titles and monitor holds, expired titles, and requests. 79,218 items were checked out from January 1, 2026 - July 31, 2026
Wisconsin's Digital Dashboard:

<https://insights.overdrive.com/dashboards/46b70dbf1a174512b8d6852d192e4bea>

2. hoopla is paid for by each library that subscribes. Our patrons can check out up to four titles a month, with no waiting. There is a daily cap (~\$132 a day) and a format cap (Audiobooks: \$3.99, eBooks: \$1.99, with an average cost per circ of \$2.50). We have spent \$30,000 to date. Formats available are eBooks, digital audiobooks, comic/graphic novels, streaming movies and television series, and music. We receive additional funding from Winnebago County for resident use, and patrons can direct donations to hoopla, as well. Patrons have access to the entire collection that meets the format cap. 30% of the titles checked out are unique (only checked out once). 11,494 items were checked out from January 1, 2026 - July 31, 2026.
3. The Friends of the Neenah Public Library pays for Kanopy. Patrons have five tickets a month to stream movies or television series.

Wisconsin's Digital Library helps all Wisconsin libraries support the Wisconsin Idea by giving all residents access to digital materials. hoopla supplements the Library's physical collection and the Overdrive collection. It allows patrons to access more streaming movies and television series and improves customer satisfaction with our digital collection because there is no waiting.

Pricing Model Comparisons

Title	Consumer discounted Price	Library e-Price on Overdrive	Library e-Price on hoopla (cost per circ)	Library discounted price for a physical copy
Country Road Murders by James Patterson Book	\$14.99	\$65: One copy, one user, expires in 24 months		\$16.80
Country Road Murders by James Patterso Audiobook	Audible	\$92: One copy, one user, expires in 24 months		\$30 before library packaging
Secrets We Hide Audiobook	Audible	\$107: One copy-one-user		\$30 before library packaging
Secretes We Hide Book	\$25.60	\$54: 26 checkouts, on user		\$18.00
Dear Debbie by Frieda McFadden Audiobook	Available on with an Audible subscription	119.98: Concurrent users \$74.99 one copy, one user \$2.89 on cost per circ	\$2.89	\$80.99 on Playaway checked out 10 times

Calamity Club by Kathryn Stockett Book	\$24 with discount	\$52.50: One copy, one user \$105: 100 concurrent checkouts	\$3.29 (blocked by our format cap)	\$19.60 We own 8 regular print and 42 people waiting.
Calamity Club by Kathryn Stockett Audiobook	Subscription to Audible	\$55.98: One Copy, one user \$172: 100 concurrent checkouts	\$2.99	\$80.99 on Playaway

Attachments:

None

CIRCULATION		Jul-26	Jul-25	% Change 2026-2025	YTD 2026	YTD 2025	% Change 2026-2025
Books	Adult	12,817	12,622	2%	83,237	89,330	-7%
	Teen	1,395	1,272	10%	7,626	8,176	-7%
	Youth	28,859	24,346	19%	162,207	164,709	-2%
Audio Books	Adult	281	298	-6%	1,852	2,585	-28%
	Teen	7	6	17%	55	52	6%
	Youth	136	159	-14%	782	983	-20%
DVDs	Adult	6,616	7,310	-9%	45,061	54,350	-17%
	Teen	0	1	-100%	6	21	-71%
	Youth	1,103	894	23%	5,889	6,195	-5%
Music CDs	Adult	503	425	18%	3,127	3,730	-16%
	Teen	0	0		0	0	#DIV/0!
	Youth	92	123	-25%	685	772	-11%
Digital Books	Adult	327	261	25%	2,026	2,112	-4%
	Teen	14	21	-33%	57	68	-16%
	Youth	610	519	18%	2,951	2,836	4%
Magazines	Adult	817	1,033	-21%	5,698	6,572	-13%
	Teen	0	3	-100%	7	12	-42%
	Youth	82	93	-12%	474	519	-9%
Other (games, kits)	Adult	1,150	1,017	13%	8,356	7,397	13%
	Teen	6	1		21	3	
	Youth	2,478	2,012	23%	13,700	14,128	-3%
Physical Materials Total		57,293	52,416	9%	343,817	364,550	-6%
Electronic Circulation							
Audiobooks		7,045	6,832	3%	48,315	46,606	4%
eBooks		4,657	4,710	-1%	32,325	33,080	-2%
Video		306	266	15%	2,660	2,670	0%
Music		4	14	-71%	86	136	-37%
Magazines		1,334	1,145	17%	9,354	8,936	5%
Electronic Materials Total		13,346	12,967	3%	92,740	91,428	1%
TOTAL CIRCULATION		70,639	65,383	8%	436,557	455,978	-4%
WEBSITE & COMPUTER USAGE							
WiFi distinct clients*		2,792	2,427	15%	17,566	17,178	2%
Pharos usage		1,087	1,100	-1%	6,549	7,784	-16%
Internet usage/number of hours		535	430	24%	3,250	3,734	-13%

PROGRAMS	Jul-26	Jul-25	% CHANGE 2026 - 2025	YTD 2026	YTD 2025	% CHANGE 2026 - 2025
Programs given						
Adult (Ages 19+)	21	16		208	195	
Young adult (Ages 12-18)	0	0		3	7	
Child (6-11)	16	17		111	135	
Young child (Ages 0-5)	27	36		155	175	
All ages	8	10		62	69	
TOTAL	72	79	-9%	539	581	-7%
Program attendance						
Adult (Ages 19+)	341	209		5,095	4,195	
Young adult (Ages 12-18)	0	0		73	408	
Child (6-11)	552	1,691		6,181	8,606	
Young child (Ages 0-5)	1,553	1,503		9,030	7,936	
All ages	4,748	3,544		7,348	9,162	
TOTAL	7,194	6,947	4%	27,727	30,307	-9%
Self-Directed (box cars, reading challenges, etc)						
Adult (Ages 19+)	379	347				
Young Adult (Ages 12-18)	0	0				
Child (6-11)	470	250				
Young child (Ages 0-5)	5633	3169				
All ages	0	0				
TOTAL	6482	3766				
QUESTIONS ANSWERED						
Adult Dept.						
Reference	2,651	2,636	1%	18,722	20,989	-11%
Directional/Rule/Policy	746	805	-7%	5,535	6,907	-20%
Circulation Dept.						
Reference	371	422	-12%	2,507	3,087	-19%
Directional/Rule/Policy	2,140	1,754	22%	13,530	15,914	-15%
Youth Dept.						
Reference	1,330	1,449	-8%	7,550	8,934	-15%
Directional/Rule/Policy	1,355	764	77%		2,922	-100%
REFERENCE TOTAL	4,352	4,507	-3%	28,779	33,010	-13%
MISCELLANEOUS						
Book Club-to-Go Kits	21	18	17%	175	153	14%
Bookshuttle Bags	6	3	100%	37	35	6%
Customer Count	25,594	23,697	8%	141,790	144,011	-2%
SelfCheck % of Checkout	49%	50%	-2%	47%	48%	-3%
Teacher Packs	7	0	#DIV/0!	68	68	0%
Volunteer Hours Worked	375	394	-5%	2,147	2,141	0%
Meeting Room Usage	554	534	4%	3,710	3,734	-1%
New User Accounts	174	160	9%	972	1,118	-13%
RECEIPTS						
Fines & Misc. Fees	\$34	\$43	-20%	\$416	\$404	3%
Copier/Printer Fees	\$946	\$1,342	-30%	\$9,713	\$10,748	-10%
Lost/Damaged Fees	\$231	\$243	-5%	\$2,260	\$3,693	-39%
Coffee Sales	\$16	\$14	14%	\$298	\$305	-3%
Snacks & beverages	\$331	\$357	-7%	\$1,225	\$1,561	-21%
Collection Agency Fees	\$25	\$10	150%	\$443	\$618	-28%
Winnebago Co. Operations	\$0	\$0		\$1,035,713	\$1,022,087	1%
Other counties	\$0	\$0		\$175,324	\$164,510	7%
TOTAL	\$1,583	\$2,008	-21%	\$1,225,391	\$1,203,925	2%

July 2026 Programs

Inspiring Ideas. Enriching Lives. Creating Community. Celebrating Literacy.

Adult (19+)

Cookbook Book Club: Sandwiches	14
Documentary: The Reunited States	17
Mah Jongg Meet Up	8
Mah Jongg Meet Up	37
Mah Jongg Meet Up	33
Memory Cafe: Railroad Quilts	27
MMBK	12
Not Quite Cozy - An Honest Man	13
Powered by Yarn	12
Short Story Night	41
Stitching Group	6
Stitching Group	5
Stitching Group	10
Stitching Group	3
Sunrise Yoga	14
Sunrise Yoga	10
Ukulele Open Jam	8
Ukulele Open Jam	19
Ukulele Open Jam	18
Ukulele Open Jam	17
Ukulele Open Jam	17

Adult (19+): self-directed

Adult Drop Ins (puzzle and stacking stones)	379
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All Ages

July Summer lunches	4536
Open Chess	25
Open Chess	32
Open Chess	31
Open Chess	25
Open Chess	24
Storytime for Everyone	35
Storytime for Everyone	40

Child (6-11):

Art Explorers	64
Art Explorers	32
Bibliocycle- Boys and Girls Club	27
Bibliocycle- Boys and Girls Club	27
Bibliocycle- Boys and Girls Club	26
Bibliocycle-Camp T	42
Bibliocycle-Camp T	39
Bibliocycle-Camp T	29
Family Program: Anywhere Art	80
Family Program: Cardboard Kingdom	31
Family Program: Movie (fill in for rescheduled program)	18
KinderCare School Aged Summer Program	13
Park&Rec Playground Program	15
Tween Create Lab	47
Tween Create Lab	24
YMCA Adventure Camp	38

Child (6-11): self-directed

This or That	136
This or That	114
This or That	220

Young Child (0-5)

Adaptive Storytime	34
Adaptive Storytime	47
Adaptive Storytime	46
Baby Time	25
Babytime	18
Babytime	27
Babytime	23
BabyTime	18
Early Learning Center	42
KinderCare	48
Lake Edge	45
Musical Movers	126
Musical Movers	121
Musical Movers	134
Musical Movers	133
Musical Movers	82
Toddle Time	46
Toddle Time	59
Toddle Time	43
WeeRead	65
WeeRead	94
WeeRead	65
WeeRead	63
WeeRead	61
YMCA	42
YMCA Adventure Camp	38
YMCA Drop in Care	8

Young Child (0-5): self-directed

Nina's Neighborhood	2788
Play Spaces (boxcars, games & train table)	2845



Memorandum

Date: August 19, 2026
To: Library Board
From: Nicole Hardina-Wilhelm, Library Director
RE: Director's and Department reports

Meetings/Events/Information

Monday evenings: Mah Jongg

Jul 17: Library Marketing Committee meeting

Jul 20: WPLC Communication Committee meeting; Memory Café

Jul 21: 2027-2031 CIP meeting with the Mayor and Finance Director

Jul 22: 2027 Budget Kickoff Meeting; Summer Lunch Supervisor

Jul 24: Interview with Neenah News about the Bibliocycle

Jul 27: The library lost power and internet due to severe weather. Staff and about 60 patrons took shelter for 40 minutes. The Library closed at 4:00 pm. We had several people come to the Library affected by the tornado, hoping to charge their devices. We loaned them the battery packs and handed out bottles of water. The electricity was restored during the night.

Jul 28: The library was open our normal hours. Served free lunches to everyone who came to the Library for the rest of the week. 183 lunches were served to adults. Opened the Orlady and Shattuck Community Rooms to allow more people a place to charge devices.

Jul 29: Lunches

Jul 30: I, along with eight library staff and other city staff, tried to track down garbage and recycling bins on Doty Island; Winnebago County LAC meeting

Jul 31: Returned to Doty Island with Meghan Odegard to distribute a handout about resources available to the residents impacted by the tornado.

Aug 3: Tornado response update with Mayor and City department heads; PW Director's retirement party

Aug 4: City department head meeting; meeting with Friends Book Sale Coordinator

Aug 5: Library department head meeting; Library Finance and Personnel Committee meeting

Aug 7: Sunrise Yoga

Aug 13: Anti-harassment training; YMCA Block Party

Aug 13 - 17: Friends fo the Neenah Public Library Book Sale

Aug 17: Memory Café

Aug 18: Compensation study overview with HR director; library assistant-circulation services interviews

Library Stories: Many positive comments from patrons who were here during the tornado about how staff calmly and quickly directed them to a safe location, kept calm, and entertained the kids with Connect Four and flashlight pens.

Storm damage: Two trees were blown over and removed. The inducer motor on the hot water boiler failed, and an electrical part on one of the duct's VAV's went out. Hopefully, insurance will cover replacement costs.

Landscape: I have not heard back from any other landscapers. With all the storm damage, I am waiting until after Labor Day and have pushed off the project to 2027.

Attachments:

1. Adult Updates
2. Circulation Updates
3. Youth Updates

Adult Services

69 Notaries

August 2026

14 Proctor appointments

6 Bookshuttle deliveries

21 Book Club to Go kits

Upcoming Events

- Sunrise Yoga with Sarah Broda - August 21 at 6:30 am
- MMBK: The Time of the Child by Niall Williams - August 24 at 10:00 am
- Movie Talks: The Princess Bride - August 25 at 6:30 pm
- Pop-Up Repair Cafe - August 30 at 12:30 to 3:30 pm
- Powered by Yarn - September 1 at 6:30 pm
- Fitness Friday - September 4 and 11 at 9:15 am
- Chair Yoga - September 4 and 11 at 10:30
- Creative Studio for Adults - September 10 at 6:00 pm
- Short Story Night - September 14 at 7:00 pm
- Birding Walk with Winnebago Audubon Society - September 15 at 6:00 pm
- Cookbook Book Club: Easy Meals - September 15 at 6:30 pm

Weekly Events

- Stitching Group - Mondays 1:00 pm to 3:00 pm
- Mah Jongg - Mondays in August, returning to Wednesdays in September 5:30 to 8:30 pm
- Open Chess - Thursdays 5:30 to 8:30 pm
- Ukulele Open Jam - Thursdays 6:00 to 7:30 pm

Thank you so much for your help! The residents are loving the book club and you make it so easy for us to organize this.” -Book Club to Go participant



One of our Book Shuttle patrons has been talking us up to her friends, and we have three new patrons in the works!

July 2026



Neenah
Public Library



25,594
library visits

28 curbside visits 

patron comments

This is best library! I live in [city] but I never go to that library. I always come here.

I absolutely love this library. The location is great and my goddaughters love to check out the craft kits.

area library checkout comparison



Oshkosh Library **40,234**
Menasha Library **17,133**



57,293 items checked out

51 experience passes checked out



2,140 questions answered at circ desk



404 checkouts from the Bibliocycle



496 public meeting room reservations

6,227 summer lunches served



174 new cardholders

volunteer program



233 sign-ins **375.25** hours worked

Youth UPDATES

August

Upcoming Events

September 8 - Storytimes Start

September 10 - Parenting Workshop:
Cyberbullying

September 14 & 21 - Wild Child
Adventure Storytime



Successes

Hired a new Youth Assistant Librarian

Jan Koshalek is sadly leaving us, but we are excited to welcome Dan Higgins to the Youth department!



Library Story

"We get to visit the Neenah Library!!!"
~ first thing said by a child who was surprised
with airplane tickets to visit grandma