



AGENDA

Library Board Meeting

4:00 PM - Thursday, June 11, 2026
City Hall Council Chambers

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New Ulm Public Library Board

Thursday, May 14, 2026
City Council Chambers

Meeting called to order at 4 p.m. by Ruth Ann Webster.

Library Board members in attendance: Sarah Berger, Nancy Byrne, Kaitlin Houlihan, Dustin Sauter and Ruth Ann Webster

Library Board members absent: Lynn Henle and Yvonne Weber

Others in attendance: Library Director April Ide, Assistant Library Director Meggin Kitterman, Youth Services Librarian Kathryn Tatnall, New Ulm Public Access Television (NUCAT)

I) APPROVAL OF AGENDA

Motion: Dustin Sauter
Second: Nancy Byrne
Approved

II) APPROVAL OF MINUTES FROM APRIL 9, 2026, MEETING

Motion: Dustin Sauter
Second: Kaitlin Houlihan
Approved

III) SUMMER READING PROGRAM PREVIEW

Youth Services Librarian Kathryn Tatnall presented an overview of the 2026 Summer Reading Program themed “Unearth a Story.” Children and teens earn prizes for meeting reading requirements and can participate in fun activities and programs.

Some of the programs include:

- June 9, “Do Art! Comic Book Workshop.”
- June 12, “Imagination Theatre Dino Dance and Prance Show,” featuring life sized puppetry and black lights
- July 23, “Pint-sized Polka with Mike Schneider,” a fun-filled concert and kid-friendly polka adventure
- June 25 and July 30 “Teen Escape Room.” Participants have one hour to solve the clues and escape.
- Movies, Wacky Wonders, Creative Kids and more! See the library website for details.

Note: Ide commended Tatnall for all the work she and the Youth Services Aide put in planning, marketing and organizing the program and activities.

IV) FINANCIAL REPORT

We are 33.97% through 2026 and our budget is approximately 28.90% expended.

- Notable expenses include
 - \$517.68 to Mankato Free Press and \$254.80 to the New Ulm Journal for annual newspaper subscriptions.
 - \$4,441.30 to Ingram for book purchases. \$858 of this was from miscellaneous donations and memorials.
 - \$510 reimbursement to Meggin Kitterman for Public Library Association conference expenses. This is covered by an honorarium from Traverse des Sioux Regional Library (TdS).
 - \$175 to Martin Luther College for printing brochures for the summer reading program.
 - \$1,793.73 to New Ulm Park and Recreation for Recreation Center passes. We added a family pass for a total of 3 family passes and 2 individual passes. Passes are constantly checked out with a waiting list.

- A draft of the 2027 budget will be presented at the June meeting. The final budget recommendation must be approved by the library board at its July meeting. It will then be submitted to the finance department for eventual approval by New Ulm City Council.

Webster comment: As always, thank you to NUCAT.

V) LIBRARIAN'S REPORT

- The new Librarian I will join the library on June 15.
- The CAST Senior Center has moved its Friday Movie Matinee program to the Community Center after procuring its own movie license that allows easier advertising of film titles and images. Thank you to CAST for partnering on this program for the last two years.
- For the fifth year, the Youth Services Librarian hosted a table at the Community Family Fair and Baby Shower at the Civic Center on Saturday, April 18. The library provided sensory toys to play with, as well as information about the summer reading program and giveaways for the families who attended. About 100 parents, grandparents, and children attended the event.
- The Library Director and Assistant Director attended the Public Library Association conference in Minneapolis April 1-3. They attended educational sessions, met with library vendors, and networked with professional peers. Both received \$800 honorariums from the Traverse des Sioux Regional Library to pay toward the costs of attendance.

Statistics

- Like February and March, foot traffic was down 7% from April 2025 due to the tax preparation program relocating to the Community Center. Even though foot traffic was down, physical circulation was up 12% over April 2025. Based on these past three months, tax preparation did not seem to be a significant driver of collection use.

Programming

- The Art Group wrapped up its meetings on May 13. They will resume meeting on September 9.
- Magic the Gathering had 12 attendees at its April meeting and 8 at its May meeting. The group is still building its audience, but attendance is already similar to attendance of other groups that meet for hobbies. Next meeting is Saturday, June 6, from 12-4 p.m.
- Children's programming takes a break for May while we make final preparations for the summer reading program.
- The library is closed for Memorial Day on Monday, May 25.

Comment from Webster: The Library is good at posting information about events on Facebook and on the website. If you are looking for something to do, there is always something going on at the library.

Ide note: Even if there is not an event scheduled, there are always fun things for children to do in the children's room.

Brown County Library Board Update

The Brown County Library Board will meet Monday, June 8, at 7 p.m. at the Hanska Community Library. In June, members usually discuss appropriation requests from the Brown County Commissioners for 2027. Yvonne Weber is this board's representative.

Webster question: Asks Ide and Kitterman to note a few highlights from PLA conference 2026.

Ide: A favorite session was from a small to mid-size library that focused on programs for adults with all abilities, including those in group homes or those with developmental disabilities, for example. They shared many great, doable ideas that will be shared with the new Librarian.

Kitterman: I often hear about AI's negatives, so it was interesting to learn about how AI can assist libraries and staff to improve services. I also enjoyed a session called "Highway to Hell: The Good Intentions Journey. Directors from various libraries shared stories about how and why making decisions based on good intentions can sometimes lead to unanticipated problems. The panel also offered strategies to improve outcomes.

VI) ACTION ITEMS

Resolution 2026-06 Accepting Arts and Cultural Heritage Fund Grants

Motion: Nancy Byrne

Second: Kaitlin Houlihan
Approved

VII) OTHER BUSINESS

No other business.

VIII) ADJOURNMENT

Meeting adjourned at 4:26 p.m.

Respectfully submitted by Meggin Kitterman, Assistant Library Director.

New Ulm Public Library Board

2026 Summary Financial Report
Prepared June 2, 2026

We are 41.92% through 2026 and our budget is approximately 34.71% expended. A budget report, balance sheet, and report of May expenses are attached.

REVENUES	% OF BUDGET
Copy fees	41.54%
Meeting room rental	100.09%
Lost & damaged item fees	35.46%
Miscellaneous	132.00%
Book sale	28.60%

EXPENDITURES	% OF BUDGET SPENT
Salaries regular	35.09%
Salaries part-time	34.47%
Office supplies	4.85%
General supplies	56.60%
Audiovisual supplies	47.07%
Books	29.84%
Electronic resources	96.09%
Computer supplies & equipment	0.16%
Cataloging & processing	50.00%
Communications	24.69%
Travel conferences & schools	67.05%
Printing advertising & promo	60.61%
Contractual maintenance building	19.84%
Contractual maintenance equipment	40.49%
Contractual maintenance books	19.80%
Subscriptions & memberships	40.11%
Miscellaneous	20.01%
Special events programming	9.35%



New Ulm, MN

Budget Report Account Summary

For Fiscal: 2026 Period Ending: 06/30/2026

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 211 - LIBRARY FUND						
Revenue						
211-5500-31010	Taxes general	1,158,738.00	1,158,738.00	0.00	0.00	-1,158,738.00 0.00 %
211-5500-33631	Brown County payments	18,100.00	18,100.00	0.00	0.00	-18,100.00 0.00 %
211-5500-33700	Other local grants	0.00	0.00	0.00	1,600.00	1,600.00 0.00 %
211-5500-34760	Copy fees	4,000.00	4,000.00	0.00	1,661.49	-2,338.51 41.54 %
211-5500-34762	Meeting room rental	4,100.00	4,100.00	0.00	4,103.80	3.80 100.09 %
211-5500-35103	Library fines	0.00	0.00	0.00	67.70	67.70 0.00 %
211-5500-35104	Lost & damaged item fees	1,000.00	1,000.00	0.00	354.61	-645.39 35.46 %
211-5500-36200	Miscellaneous	500.00	500.00	0.00	660.00	160.00 132.00 %
211-5500-36210	Interest operating pooled cash	15,000.00	15,000.00	0.00	0.00	-15,000.00 0.00 %
211-5500-36229	Increase (dec) in fv of invmnts	0.00	0.00	0.00	7,100.22	7,100.22 0.00 %
211-5500-36293	Book sale	500.00	500.00	0.00	143.00	-357.00 28.60 %
211-5500-39100	Transfer from other funds	2,700.00	2,700.00	0.00	0.00	-2,700.00 0.00 %
	Revenue Total:	1,204,638.00	1,204,638.00	0.00	15,690.82	-1,188,947.18 1.30%
Expense						
211-5500-110001	Salaries regular	548,764.00	548,764.00	0.00	192,557.74	356,206.26 35.09 %
211-5500-110006	Salaries parttime seasonal & t	183,000.00	183,000.00	0.00	63,088.12	119,911.88 34.47 %
211-5500-110600	Salaries overtime	100.00	100.00	0.00	0.00	100.00 0.00 %
211-5500-112100	Social Security	45,421.00	45,421.00	0.00	15,365.39	30,055.61 33.83 %
211-5500-112150	Medicare	10,623.00	10,623.00	0.00	3,593.65	7,029.35 33.83 %
211-5500-112160	Minnesota Paid Leave	3,223.00	3,223.00	0.00	1,080.94	2,142.06 33.54 %
211-5500-112210	PERA	54,890.00	54,890.00	0.00	18,877.71	36,012.29 34.39 %
211-5500-112275	Employer deferred compensation	725.00	725.00	0.00	1,151.62	-426.62 158.84 %
211-5500-113100	Insurance group medical	113,000.00	113,000.00	0.00	31,128.61	81,871.39 27.55 %
211-5500-113140	Insurance group life	600.00	600.00	0.00	252.43	347.57 42.07 %
211-5500-113150	Insurance group dental	2,600.00	2,600.00	0.00	463.48	2,136.52 17.83 %
211-5500-115100	Insurance workers compensation	2,200.00	2,200.00	0.00	775.50	1,424.50 35.25 %
211-5500-220010	Office supplies	3,800.00	3,800.00	0.00	184.17	3,615.83 4.85 %
211-5500-221005	General supplies	8,000.00	8,000.00	0.00	4,527.62	3,472.38 56.60 %
211-5500-223027	Audio visual supplies	10,500.00	10,500.00	0.00	4,942.36	5,557.64 47.07 %
211-5500-223060	Books	60,000.00	60,000.00	0.00	17,903.00	42,097.00 29.84 %
211-5500-223065	Electronic resources	10,100.00	10,100.00	0.00	9,705.46	394.54 96.09 %
211-5500-224100	Computer supplies & equipment	11,000.00	11,000.00	0.00	17.78	10,982.22 0.16 %
211-5500-331028	Cataloging & processing	31,595.00	31,595.00	0.00	15,797.23	15,797.77 50.00 %
211-5500-332100	Communications	3,400.00	3,400.00	0.00	839.50	2,560.50 24.69 %
211-5500-333050	Travel conferences & schools	4,000.00	4,000.00	0.00	2,682.13	1,317.87 67.05 %
211-5500-334100	Printing advertising & promo	1,200.00	1,200.00	0.00	727.36	472.64 60.61 %
211-5500-338100	Electricity	24,500.00	24,500.00	0.00	4,067.58	20,432.42 16.60 %
211-5500-338200	Gas	10,000.00	10,000.00	0.00	5,224.07	4,775.93 52.24 %
211-5500-338300	Water	650.00	650.00	0.00	147.45	502.55 22.68 %
211-5500-338400	Steam low pressure	1,200.00	1,200.00	0.00	-72.05	1,272.05 -6.00 %
211-5500-338500	Sewer	500.00	500.00	0.00	95.64	404.36 19.13 %
211-5500-340050	Contractual maintenance buildi	17,000.00	17,000.00	0.00	3,372.16	13,627.84 19.84 %
211-5500-340110	Contractual maintenance equipm	7,500.00	7,500.00	0.00	3,036.55	4,463.45 40.49 %
211-5500-340275	Contractual maintenance books	3,000.00	3,000.00	0.00	594.14	2,405.86 19.80 %
211-5500-341160	IT support	16,047.00	16,047.00	0.00	5,407.77	10,639.23 33.70 %
211-5500-347040	Subscriptions & memberships	7,300.00	7,300.00	0.00	2,927.78	4,372.22 40.11 %
211-5500-350010	Miscellaneous	1,000.00	1,000.00	0.00	200.06	799.94 20.01 %
211-5500-350050	Sales Tax	700.00	700.00	0.00	153.74	546.26 21.96 %
211-5500-350070	Cash short or over	0.00	0.00	0.00	-13.26	13.26 0.00 %
211-5500-363101	Special events programming	6,500.00	6,500.00	0.00	607.45	5,892.55 9.35 %

Budget Report

For Fiscal: 2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
211-5500-550010	Office furniture & equipment	0.00	13,545.00	0.00	11,455.00	2,090.00	84.57 %
	Expense Total:	1,204,638.00	1,218,183.00	0.00	422,865.88	795,317.12	34.71%
	Fund: 211 - LIBRARY FUND Surplus (Deficit):	0.00	-13,545.00	0.00	-407,175.06	-393,630.06	3,006.09%
Fund: 212 - LIBRARY BOARD FUND							
Revenue							
212-5500-36210	Interest operating pooled cash	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
212-5500-36229	Increase (dec) in fv of invmts	0.00	0.00	0.00	2,262.66	2,262.66	0.00 %
212-5500-36501	Donations misc	0.00	0.00	0.00	3,223.70	3,223.70	0.00 %
	Revenue Total:	2,000.00	2,000.00	0.00	5,486.36	3,486.36	274.32%
Expense							
212-5000-223060	Books	0.00	0.00	0.00	2,265.16	-2,265.16	0.00 %
212-5000-223113	Children's memorial books	0.00	0.00	0.00	145.84	-145.84	0.00 %
212-5000-223161	Lieb Memorial books	0.00	0.00	0.00	1,533.35	-1,533.35	0.00 %
212-5000-350010	Miscellaneous	0.00	0.00	0.00	496.96	-496.96	0.00 %
	Expense Total:	0.00	0.00	0.00	4,441.31	-4,441.31	0.00%
	Fund: 212 - LIBRARY BOARD FUND Surplus (Deficit):	2,000.00	2,000.00	0.00	1,045.05	-954.95	52.25%
	Report Surplus (Deficit):	2,000.00	-11,545.00	0.00	-406,130.01	-394,585.01	3,517.80%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 211 - LIBRARY FUND						
Revenue	1,204,638.00	1,204,638.00	0.00	15,690.82	-1,188,947.18	1.30%
Expense	1,204,638.00	1,218,183.00	0.00	422,865.88	795,317.12	34.71%
Fund: 211 - LIBRARY FUND Surplus (Deficit):	0.00	-13,545.00	0.00	-407,175.06	-393,630.06	3,006.09%
Fund: 212 - LIBRARY BOARD FUND						
Revenue	2,000.00	2,000.00	0.00	5,486.36	3,486.36	274.32%
Expense	0.00	0.00	0.00	4,441.31	-4,441.31	0.00%
Fund: 212 - LIBRARY BOARD FUND Surplus (Deficit):	2,000.00	2,000.00	0.00	1,045.05	-954.95	52.25%
Report Surplus (Deficit):	2,000.00	-11,545.00	0.00	-406,130.01	-394,585.01	3,517.80%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
211 - LIBRARY FUND	0.00	-13,545.00	0.00	-407,175.06	-393,630.06
212 - LIBRARY BOARD FUND	2,000.00	2,000.00	0.00	1,045.05	-954.95
Report Surplus (Deficit):	2,000.00	-11,545.00	0.00	-406,130.01	-394,585.01



New Ulm, MN

Balance Sheet

Account Summary

As Of 06/02/2026

Account	Name	Balance
Fund: 211 - LIBRARY FUND		
Assets		
211-101000	Invest pool operating	320,083.35
211-101090	Invest pool Somsen, Holz/Child	0.00
211-101094	Invest pool Wanda Gag collecti	0.00
211-101990	Invest Pool Mkt Value Adj	0.00
211-102001	Petty cash	174.18
211-107000	Taxes receivable delinquent	13,769.91
211-115010	Accounts receivable miscellane	242.46
211-115020	A/R Miscellaneous	0.00
211-126060	Due from Brown County	0.00
211-130000	Due from City funds	0.00
211-143010	Prepays	0.00
211-143011	Prepaid insurance	0.00
	Total Assets:	334,269.90
		<u>334,269.90</u>
Liability		
211-202000	Accounts payable	0.00
211-202002	Accounts payable misc	0.00
211-202005	Accounts payable charity book	0.00
211-202051	Sales tax payable miscellaneou	0.00
211-203000	Accrued salaries payable	0.00
211-203010	Federal income tax withheld	2,101.54
211-203011	Social security withheld	2,962.90
211-203012	Medicare withheld	692.90
211-203015	Minnesota income tax withheld	930.93
211-203020	MN PERA withheld	3,297.17
211-203025	Vacation purchase withheld	0.00
211-203029	Computer loan withheld	0.00
211-203030	Health insurance withheld	5,006.76
211-203035	Employer paid life insurance	114.81
211-203036	Other insurance LT disability	0.00
211-203037	Other insurance Pera	0.00
211-203038	Other insurance MBA	0.00
211-203039	Other insurance Aflac	0.00
211-203040	Cafeteria plan withholdings	0.00
211-203041	Other insurance Assurant - dental	0.00
211-203042	Other insurance vision	24.84
211-203050	Deferred comp withholdings Gre	0.00
211-203051	Deferred comp withholding ICMA	31.23
211-203052	Deferred comp withholdings St	0.00
211-203053	Deferred comp withholding MN	700.02
211-203054	Def comp withholdings HCSP	0.00
211-203060	Union dues AFSCME	0.00
211-203070	Child support withholdings	0.00
211-203072	Garnishments	0.00
211-203073	NU Fitness Center withholdings	0.00
211-203074	Savings bonds	0.00
211-203075	United Way withholdings	0.00
211-203076	Employee Incentive withholding	0.00
211-208000	Due to City funds	0.00
211-222000	Deferred revenue	0.00
211-222001	Deferred revenue property tax	13,769.91

Balance Sheet

As Of 06/02/2026

Account	Name	Balance
211-222002	Deferred revenue A/R	170,754.09
	Total Liability:	200,387.10
Equity		
211-247055	Fund balance res for prepaid e	0.00
211-253030	Fund balance design for other	0.00
211-254000	Fund balance unreserved undesignated	541,032.88
	Total Beginning Equity:	541,032.88
Total Revenue		15,690.82
Total Expense		422,865.88
Revenues Over/Under Expenses		-407,175.06
	Total Equity and Current Surplus (Deficit):	133,857.82
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>334,244.92</u>
	*** FUND 211 OUT OF BALANCE ***	24.98

***Warning: Account Authorization is turned on. Please run the Unauthorized Account Listing Report to see if you are out of balance due to missing accounts ***

Balance Sheet

As Of 06/02/2026

Account	Name	Balance	
Fund: 212 - LIBRARY BOARD FUND			
Assets			
212-101000	Invest pool operating	85,088.34	
212-101013	Invest pool childrens memorial	6,322.96	
212-101033	Invest Pool Good, Rudy	1,197.67	
212-101044	Invest pool HUB Club	0.00	
212-101056	Invest pool Lions Club	104.72	
212-101057	Invest pool Landscaping & sculpture	562.84	
212-101061	Invest pool Lieb Memorial	62,423.25	
212-101087	Invest pool purchase books	5,904.03	
212-101990	Invest Pool Mkt Value Adj	0.00	
212-115020	A/R Miscellaneous	0.00	
212-130000	Due from City funds	0.00	
212-143010	Prepays	0.00	
	Total Assets:	161,603.81	<u>161,603.81</u>
Liability			
212-202000	Accounts payable	0.00	
	Total Liability:	0.00	
Equity			
212-247055	Fund balance res for prepaid e	0.00	
212-254000	Fund balance unreserved undesignated	160,558.76	
	Total Beginning Equity:	160,558.76	
Total Revenue		5,486.36	
Total Expense		4,441.31	
Revenues Over/Under Expenses		1,045.05	
	Total Equity and Current Surplus (Deficit):	161,603.81	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>161,603.81</u>



New Ulm, MN

Expense Approval Report

By Vendor Name

Post Dates 5/1/2026 - 5/31/2026

Vendor Name	Description (Item)	Account Name	Account Number	Payable Date	Amount
Vendor: 028150 - AMAZON CAPITAL SERVICES, INC					
Fund: 211 - LIBRARY FUND					
AMAZON CAPITAL SERVICES, ...LIB - office staples		Office supplies	211-5500-220010	05/13/2026	14.34
AMAZON CAPITAL SERVICES, ...LIB - returned cash register t...		Office supplies	211-5500-220010	05/01/2026	-23.63
AMAZON CAPITAL SERVICES, ...LIB - info display supplies		General supplies	211-5500-221005	04/30/2026	29.99
AMAZON CAPITAL SERVICES, ...LIB - name tags		General supplies	211-5500-221005	04/25/2026	10.98
AMAZON CAPITAL SERVICES, ...LIB - returned adult fiction d...		Audio visual supplies	211-5500-223027	05/01/2026	-24.63
AMAZON CAPITAL SERVICES, ...LIB - adult fiction		Books	211-5500-223060	04/30/2026	19.58
AMAZON CAPITAL SERVICES, ...LIB - book processing		Contractual maintenance bo...	211-5500-340275	05/13/2026	57.62
AMAZON CAPITAL SERVICES, ...LIB - children's programming ...		Special events programming	211-5500-363101	05/05/2026	158.87
Fund 211 - LIBRARY FUND Total:					243.12
Fund: 212 - LIBRARY BOARD FUND					
AMAZON CAPITAL SERVICES, ...LIB - 4/28/26 Friends donati...		Miscellaneous	212-5000-350010	05/05/2026	35.94
Fund 212 - LIBRARY BOARD FUND Total:					35.94
Vendor 028150 - AMAZON CAPITAL SERVICES, INC Total:					279.06
Vendor: 155020 - CARDMEMBER SERVICE					
Fund: 211 - LIBRARY FUND					
CARDMEMBER SERVICE	Lodging Tds Honorarium-A Ide Travel conferences & schools		211-5500-333050	05/19/2026	1,084.83
CARDMEMBER SERVICE	Library Data Server Microsoft...Subscriptions & memberships		211-5500-347040	05/19/2026	40.00
CARDMEMBER SERVICE	Microsoft Licenses Staff/Publ...Subscriptions & memberships		211-5500-347040	05/19/2026	252.00
CARDMEMBER SERVICE	Green Plant-E Lyons Leasa's ...	Miscellaneous	211-5500-350010	05/19/2026	42.00
Fund 211 - LIBRARY FUND Total:					1,418.83
Vendor 155020 - CARDMEMBER SERVICE Total:					1,418.83
Vendor: 229250 - DEMCO EDUCATIONAL CORPORATION					
Fund: 211 - LIBRARY FUND					
DEMCO EDUCATIONAL COR...	LIB - book processing supplies	Contractual maintenance bo...	211-5500-340275	05/12/2026	159.34
Fund 211 - LIBRARY FUND Total:					159.34
Vendor 229250 - DEMCO EDUCATIONAL CORPORATION Total:					159.34
Vendor: 286000 - GAG SHEET METAL INC					
Fund: 211 - LIBRARY FUND					
GAG SHEET METAL INC	LIB - repair unit #7 capacitor	Contractual maintenance bui...	211-5500-340050	04/23/2026	147.14
Fund 211 - LIBRARY FUND Total:					147.14
Vendor 286000 - GAG SHEET METAL INC Total:					147.14

Expense Approval Report

Post Dates: 5/1/2026 - 5/31/2026

Vendor Name	Description (Item)	Account Name	Account Number	Payable Date	Amount
Vendor: 323250 - HILLYARD/HUTCHINSON					
Fund: 211 - LIBRARY FUND					
HILLYARD/HUTCHINSON	LIB - paper supplies	General supplies	211-5500-221005	05/11/2026	425.33
HILLYARD/HUTCHINSON	LIB - vacuum belt	General supplies	211-5500-221005	05/12/2026	23.40
Fund 211 - LIBRARY FUND Total:					448.73
Vendor 323250 - HILLYARD/HUTCHINSON Total:					448.73
Vendor: R00990 - IDE, APRIL					
Fund: 211 - LIBRARY FUND					
IDE, APRIL	REIMBURSE MILEAGE & PER ...	Travel conferences & schools	211-5500-333050	04/03/2026	359.30
Fund 211 - LIBRARY FUND Total:					359.30
Vendor R00990 - IDE, APRIL Total:					359.30
Vendor: 341950 - INGRAM					
Fund: 211 - LIBRARY FUND					
INGRAM	LIB - books	Books	211-5500-223060	04/26/2026	1,106.81
INGRAM	LIB - return BNCH 042326 APR	Books	211-5500-223060	04/29/2026	-10.29
INGRAM	LIB - books, Auderheide dona...	Books	211-5500-223060	05/03/2026	1,297.10
INGRAM	LIB - return summer reading ...	Books	211-5500-223060	05/08/2026	-19.21
INGRAM	LIB - books	Books	211-5500-223060	05/10/2026	468.65
INGRAM	LIB - return credit BNAF 0502...	Books	211-5500-223060	05/11/2026	-15.68
INGRAM	LIB - books	Books	211-5500-223060	05/17/2026	675.70
Fund 211 - LIBRARY FUND Total:					3,503.08
Fund: 212 - LIBRARY BOARD FUND					
INGRAM	LIB - Kalz memorial	Books	212-5000-223060	04/26/2026	20.16
INGRAM	LIB - 3/24/26 Aufderheide d...	Books	212-5000-223060	04/26/2026	84.35
INGRAM	LIB - 11/24/25 Aufderheide d...	Books	212-5000-223060	04/26/2026	129.53
INGRAM	LIB - 3/24/26 Auderheide do...	Books	212-5000-223060	05/03/2026	58.99
INGRAM	LIB - 11/24/25 Auderheide d...	Books	212-5000-223060	05/03/2026	80.24
INGRAM	LIB -3/24/26 Aufderheide do...	Books	212-5000-223060	05/10/2026	32.47
INGRAM	LIB -12/18/25 Kalz memorial	Books	212-5000-223060	05/10/2026	53.63
INGRAM	LIB - 11/24/25 Aufderheide d...	Books	212-5000-223060	05/10/2026	163.69
INGRAM	LIB - 5/1/26 Emma Gebser m...	Books	212-5000-223060	05/17/2026	155.06
INGRAM	LIB - 11/24/25 Aufderheide d...	Books	212-5000-223060	05/17/2026	52.64
INGRAM	LIB - 3/24/26 Aufderheide d...	Books	212-5000-223060	05/17/2026	39.59
INGRAM	LIB - Lieb LP	Lieb Memorial books	212-5000-223161	04/26/2026	76.11
INGRAM	LIB - Lieb LP	Lieb Memorial books	212-5000-223161	05/10/2026	20.40
INGRAM	LIB - Lieb LP books	Lieb Memorial books	212-5000-223161	05/17/2026	20.40
Fund 212 - LIBRARY BOARD FUND Total:					987.26
Vendor 341950 - INGRAM Total:					4,490.34

Expense Approval Report

Post Dates: 5/1/2026 - 5/31/2026

Vendor Name	Description (Item)	Account Name	Account Number	Payable Date	Amount	
Vendor: 353461 - JOHN C SALMON						
Fund: 211 - LIBRARY FUND						
JOHN C SALMON	LIB - annual fire ext. inspect ...	Contractual maintenance bui...	211-5500-340050	04/24/2026	198.00	
					Fund 211 - LIBRARY FUND Total:	198.00
					Vendor 353461 - JOHN C SALMON Total:	198.00
Vendor: 401625 - LIBRARY IDEAS, LLC						
Fund: 212 - LIBRARY BOARD FUND						
LIBRARY IDEAS, LLC	LIB - vox books	Lieb Memorial books	212-5000-223161	03/20/2026	50.12	
					Fund 212 - LIBRARY BOARD FUND Total:	50.12
					Vendor 401625 - LIBRARY IDEAS, LLC Total:	50.12
Vendor: 000202 - MENARDS - NEW ULM						
Fund: 211 - LIBRARY FUND						
MENARDS - NEW ULM	LIB - degreaser/root sealant	General supplies	211-5500-221005	05/13/2026	126.87	
					Fund 211 - LIBRARY FUND Total:	126.87
					Vendor 000202 - MENARDS - NEW ULM Total:	126.87
Vendor: 447380 - METRO SALES INC						
Fund: 211 - LIBRARY FUND						
METRO SALES INC	LIB - service desk copier	Contractual maintenance equ..	211-5500-340110	05/11/2026	129.49	
METRO SALES INC	LIB - staff room copier	Contractual maintenance equ..	211-5500-340110	05/20/2026	155.30	
					Fund 211 - LIBRARY FUND Total:	284.79
					Vendor 447380 - METRO SALES INC Total:	284.79
Vendor: 475505 - MN STATE- COMM OF REV						
Fund: 211 - LIBRARY FUND						
MN STATE- COMM OF REV	APRIL 2026 CITY SALES TAX	Sales Tax	211-5500-350050	05/06/2026	22.63	
					Fund 211 - LIBRARY FUND Total:	22.63
					Vendor 475505 - MN STATE- COMM OF REV Total:	22.63
Vendor: 401900 - NUVERA COMMUNICATIONS, INC						
Fund: 211 - LIBRARY FUND						
NUVERA COMMUNICATIONS,..	APRIL SERVICE	Communications	211-5500-332100	05/01/2026	146.01	
					Fund 211 - LIBRARY FUND Total:	146.01
					Vendor 401900 - NUVERA COMMUNICATIONS, INC Total:	146.01
Vendor: 568560 - PROQUEST LLC						
Fund: 211 - LIBRARY FUND						
PROQUEST LLC	LIB - Ancestry 5/1/26 - 04/30...	Electronic resources	211-5500-223065	05/06/2026	1,929.08	
					Fund 211 - LIBRARY FUND Total:	1,929.08
					Vendor 568560 - PROQUEST LLC Total:	1,929.08

Expense Approval Report

Post Dates: 5/1/2026 - 5/31/2026

Vendor Name	Description (Item)	Account Name	Account Number	Payable Date	Amount	
Vendor: 570750 - PUBLIC UTILITIES COMMISSION						
Fund: 211 - LIBRARY FUND						
PUBLIC UTILITIES COMMISSI...	Rmb 710-5591-350010-Backg..	Miscellaneous	211-5500-350010	04/30/2026	158.06	
					Fund 211 - LIBRARY FUND Total:	158.06
					Vendor 570750 - PUBLIC UTILITIES COMMISSION Total:	158.06
Vendor: 597750 - RIVER VIEW SANITATION/RVS Shredding						
Fund: 211 - LIBRARY FUND						
RIVER VIEW SANITATION/RVS..	LIB - trash service	Contractual maintenance bui...	211-5500-340050	05/01/2026	115.83	
					Fund 211 - LIBRARY FUND Total:	115.83
					Vendor 597750 - RIVER VIEW SANITATION/RVS Shredding Total:	115.83
Vendor: 746220 - VAN HEE MEDIA, LLC						
Fund: 211 - LIBRARY FUND						
VAN HEE MEDIA, LLC	LIB - Hanska Herald 6/11/26 -...	Subscriptions & memberships	211-5500-347040	04/30/2026	45.00	
					Fund 211 - LIBRARY FUND Total:	45.00
					Vendor 746220 - VAN HEE MEDIA, LLC Total:	45.00
					Grand Total:	10,379.13

Report Summary

Fund Summary

Fund	Payment Amount
211 - LIBRARY FUND	9,305.81
212 - LIBRARY BOARD FUND	<u>1,073.32</u>
Grand Total:	10,379.13

Account Summary

Account Number	Account Name	Payment Amount
211-5500-220010	Office supplies	-9.29
211-5500-221005	General supplies	616.57
211-5500-223027	Audio visual supplies	-24.63
211-5500-223060	Books	3,522.66
211-5500-223065	Electronic resources	1,929.08
211-5500-332100	Communications	146.01
211-5500-333050	Travel conferences & sc...	1,444.13
211-5500-340050	Contractual maintenance..	460.97
211-5500-340110	Contractual maintenance..	284.79
211-5500-340275	Contractual maintenance..	216.96
211-5500-347040	Subscriptions & member...	337.00
211-5500-350010	Miscellaneous	200.06
211-5500-350050	Sales Tax	22.63
211-5500-363101	Special events programm..	158.87
212-5000-223060	Books	870.35
212-5000-223161	Lieb Memorial books	167.03
212-5000-350010	Miscellaneous	<u>35.94</u>
Grand Total:		10,379.13

Project Account Summary

Project Account Key	Payment Amount
None	<u>10,379.13</u>
Grand Total:	10,379.13

New Ulm Public Library Board

Library Department Activities Report May 2026

May was spent preparing for the summer reading program. The Youth Services Librarian and the Youth Service Aide planned programs, gathered craft and program supplies, and decorated the children's room. On Thursday, May 14, the Youth Services Librarian visited the third and fourth grade classes at St. Paul's Lutheran School. Seventy-five students and teachers learned about the summer reading program and asked many questions about the library and the librarian's favorite books. All the Jefferson Elementary school first graders visited the week of May 25; seven classes (160 children, teachers, and aides) walked to the library to tour the children's room and learn about the summer reading program. The Youth Services Librarian created a video for the rest of the students at Jefferson Elementary to tell them about the summer reading program, which was also posted on the library's Facebook page. Children completed 168 scavenger hunts and 100 crafts during May. The Youth Services Aide assisted in weeding 149 junior books this month. These books have not circulated from the library since the year 2021.

The Reference Librarian proctored two student exams and made four outreach visits to senior living units.

The Assistant Director conducted outreach to Oak Hills residents and trained the Library Assistant to assist with the process. She attended the following meetings: Library Board, library staff, and library supervisors (two).

The Library Director and Assistant Library Director met with Traverse des Sioux Regional Library (TdS), River Bend Education District, and New Ulm High School staff to discuss a potential digital library card project. The group discussed each organization's goals and obstacles for the project and will meet again in June.

The Library Director attended the following May meetings: library supervisors (two), TdS Directors, Library Board, River Bend Education District WORK program update, After Council, library staff, and Safety Committee. She facilitated adult programming, trained two new volunteers, and assisted patrons with the Memory Lab and Mobile Memory Lab. She recorded a video about reciprocal borrowing with the Plum Creek Library System, and filmed Library Update (two) and Something Artsy with NUCAT. She also appeared on KNUJ's Community Affairs. She prepared training materials for the new Librarian I and worked on the draft 2027 library budget. She met with library staff, patrons, and vendors about various questions, projects, and issues.

LIBRARY DEPARTMENT STATISTICS – MAY 2026

Reference

Reference Statistic	Total
Reference Questions (Service Desk)	182
Reference Questions (Children’s Desk)	135
Proctored Tests	2
Microfilm Usage	20
Bound Newspaper/Plat Books/Yearbooks Use	11
Tax Prep Phone Number/Forms	0

Collection Development

Collection Development Statistic	Total
Total items added to collection	426
Total items catalogued by TdS	321
Items Weeded	
Adult Fiction Items Weeded	105
Adult Non-Fiction Items Weeded	26
Young Adult Items Weeded	3
Children’s Items Weeded	204
Total Items Weeded	338

Outreach

Senior Living Centers	Total
Oak Hills	13
Ridgeway on 23 rd	5
Ridgeway on German	5
Orchard Hills	1
Total Outreach Attendance	24

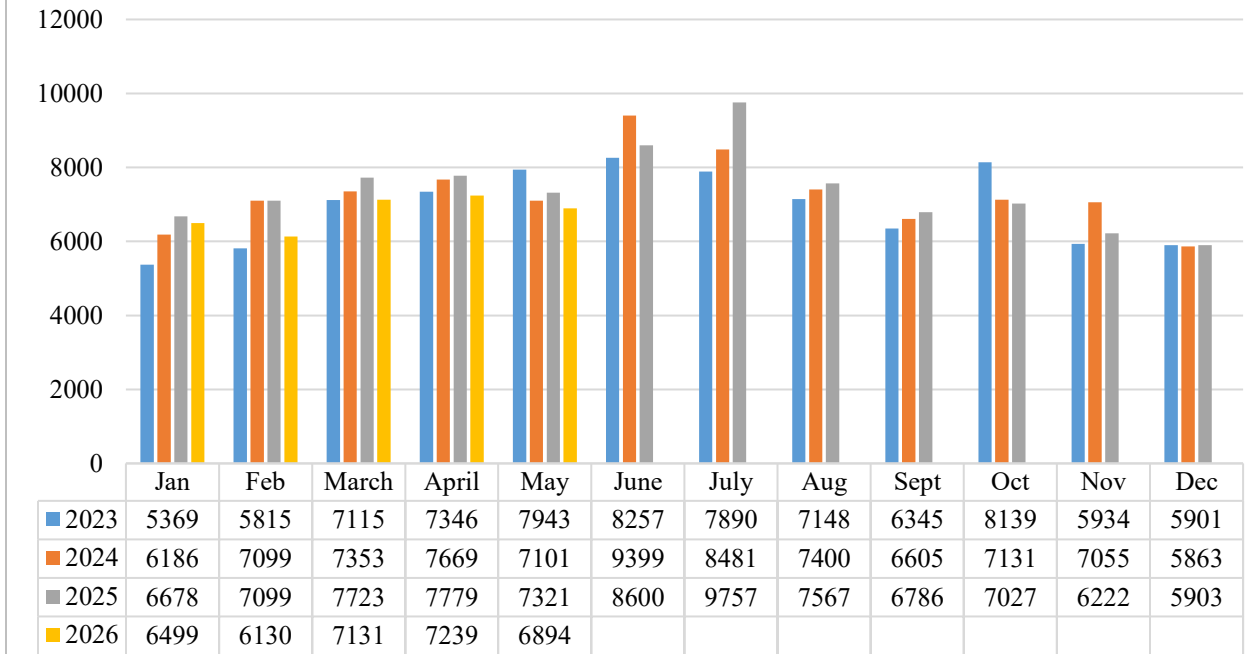
Library Space Use

Meeting Room	Total
Total number of non-library reservations	4
Total users for non-library reservations	103
Study Rooms	
Total study room reservations	22

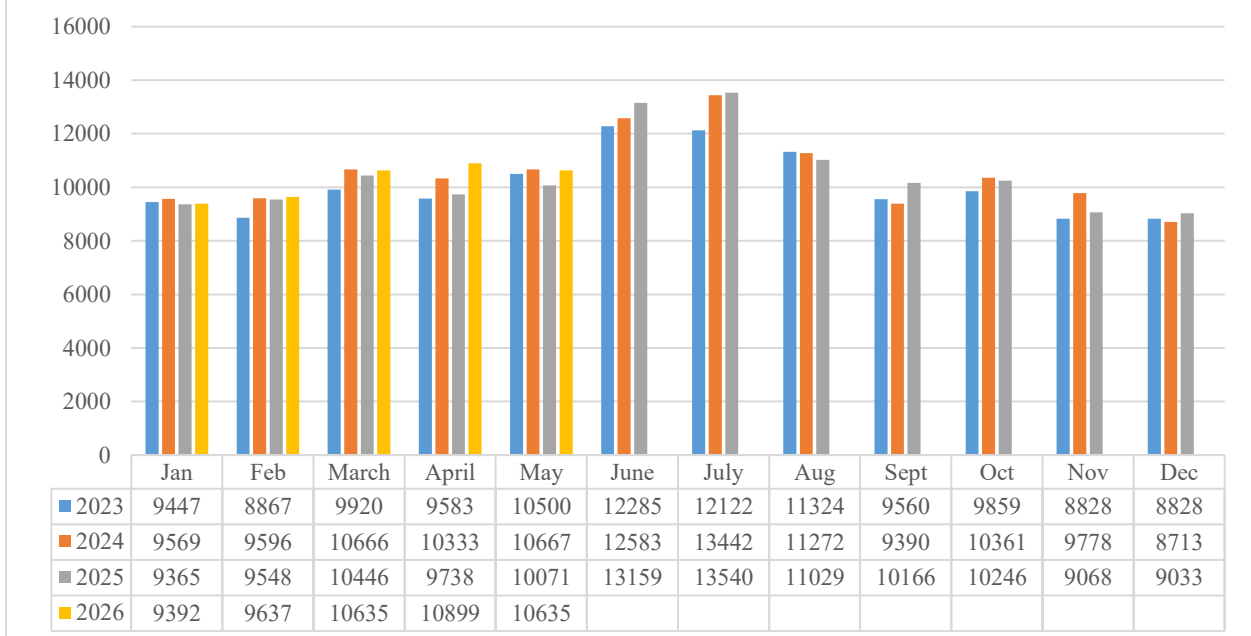
Live Programming

Date	Program Title	Attendance	Audience
5/2	Magic: The Gathering	8	All Ages
5/4	Lit Wits Book Club	3	Adult
5/5	Knippling Group	7	Adult
5/5	Chess Club	6	All Ages
5/6	Needleworking Group	7	Adult
5/6	Art Group	5	Adult
5/11	Poetry Group	6	Adult
5/12	Knippling Group	6	Adult
5/12	Chess Club	8	All Ages
5/12	Film Society	3	Adult
5/13	Needleworking Group	11	Adult
5/13	Art Group	3	Adult
5/13	Daycare Outreach	11	Children
5/14	St. Paul 3/4 grade SRP visit	72	Children
5/19	History Book Club	6	Adult
5/19	Knippling Group	5	Adult
5/19	Chess Club	8	All Ages
5/20	Needleworking Group	10	Adult
5/26	Class Visit - Zieg	21	Children
5/26	Class Visit - Brooks	22	Children
5/26	Knippling Group	5	Adult
5/26	Mystery Book Club	7	Adult
5/26	Chess Club	4	All Ages
5/27	Class Visit - Haroldson	25	Children
5/27	Class Visit - Boyd	25	Children
5/27	Class Visit - Stadick	25	Children
5/27	Needleworking Group	12	Adult
5/28	Class Visit - Limanen	22	Children
5/28	Class Visit - Santaella	22	Children
	Total May Program Attendance	375	

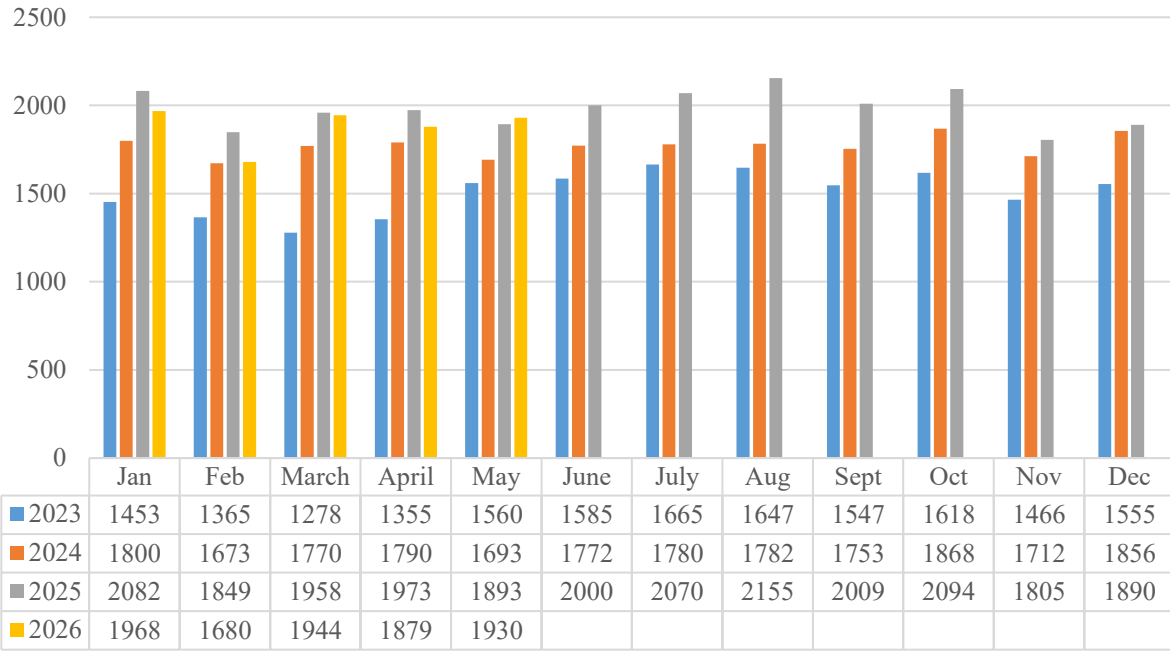
Door Count by Month



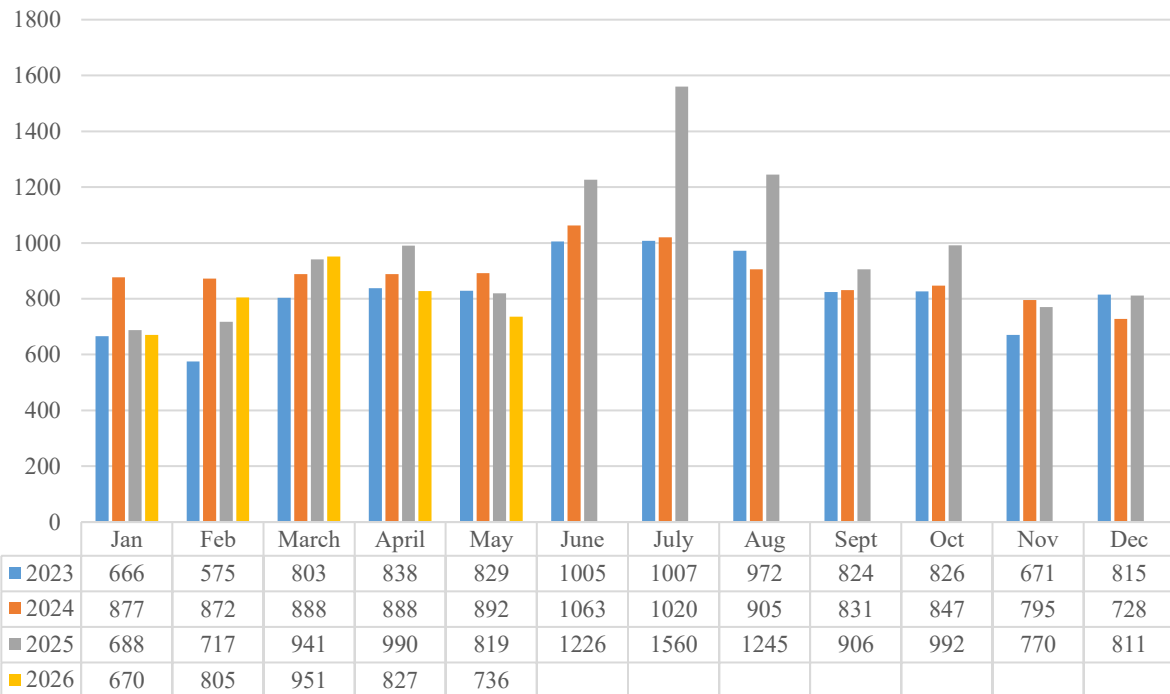
Physical Circulation by Month/Year



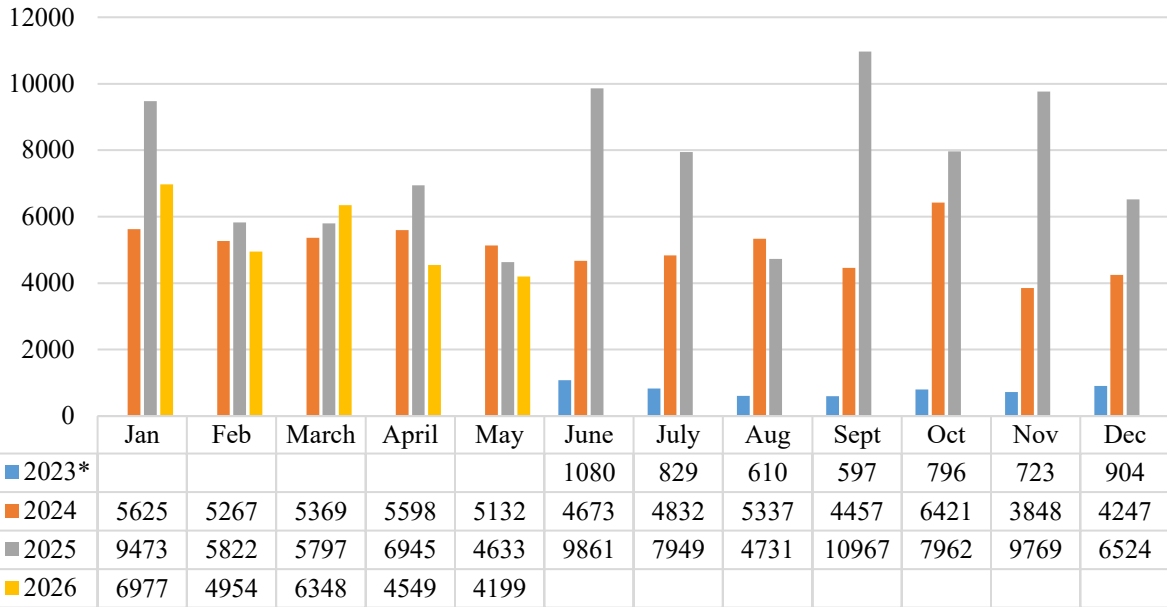
Libby Circulation by Month/Year



Patron Computer Use Per Month

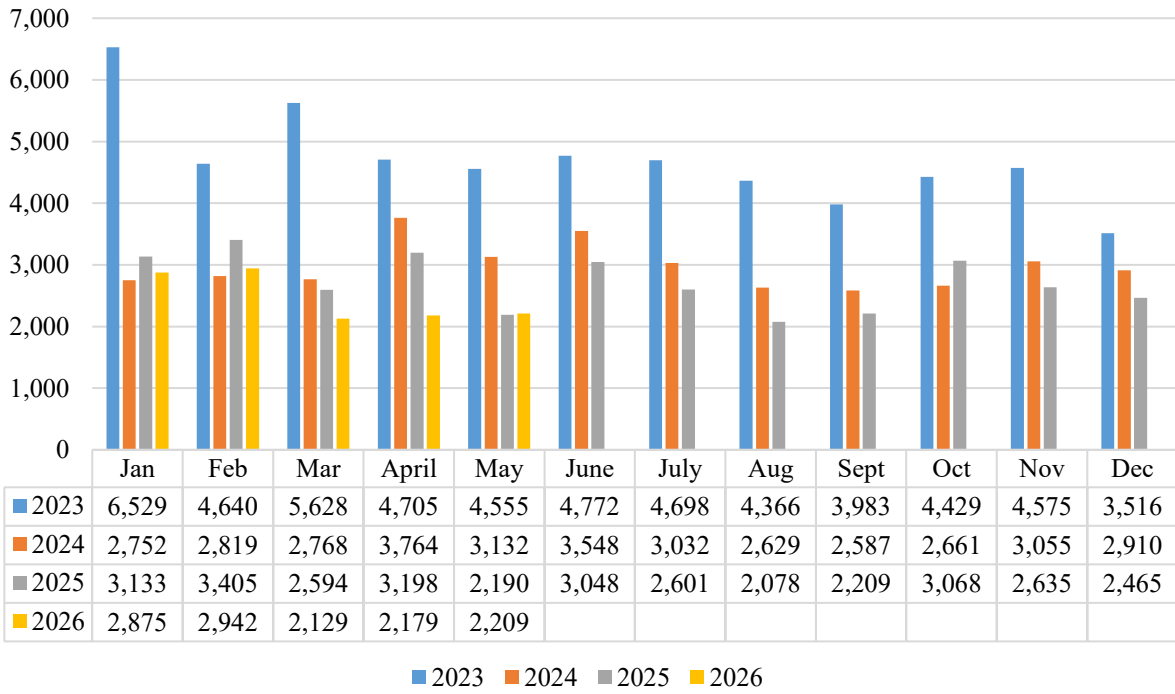


Wireless Stats, Total Clients by Month



*Access to UniFi stats down January-May 2023. Used "traffic" as metric in 2023; changed to "past connections" in 2024 to remain consistent with TdS.

Website Page Views by Month




JUNE 2026



	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6 Magic: The Gathering 12p# 
7		8 Storytime with Ms.Kathryn 10:30a Summer Reading Program, "Unearth a Story" Begins 	9 Do Art! Graphic Novel Workshop 2p* NU Chess Club 6p 	10 Creative Kids 2:30p* Pajama Party Storytime 6:30p 	11	12 Imagination Theatre "Dino Dance & Prance Show" 1p 	13
14 	15 Storytime with Ms.Kathryn 10:30a 	16 Teen Video Gaming Club 2p NU Chess Club 6p 	17 Pajama Party Storytime 6:30p 	18 Wacky Wonders 2:30p* 	19 CLOSED for Juneteenth 	20	
21 	22 Storytime with Ms.Kathryn 10:30a 	23 Jr. Video Gaming Club 2p NU Chess Club 6p 	24 Creative Kids 2:30p* Pajama Party Storytime 6:30p 	25 Teen Escape Room 2p* 	26 Afternoon Movie 2p The Good Dinosaur 	27	
28 Page 25 of 47	29 Storytime with Ms.Kathryn 10:30a 	30 NU Chess Club 6p 			New Ulm Public Library All Programs are free and open to the public. Visit www.newulmlibrary.org or call 507-359-8331 for more information. *Registration Required #Guardian needed if under the age of 16		

JUNE 2026



SUN	MON	TUE	WED	THU	FRI	SAT
	1 Lit Wits Book Club 6:30p 	2 Knippling 1p NU Chess Club 6p 	3 Needlework Group 9:30a 		4 5 6 Magic: The Gathering 12p 	
7	8 Poetry Group 6:30p 	9 Knippling 1p NU Chess Club 6p New Ulm Film Society 6p 	10 Needlework Group 9:30a 	11	12	13
14 	15	16 History Book Club 12p Knippling 1p NU Chess Club 6p 	17 Needlework Group 9:30a 	18	19 	20
21 	22	23 Knippling 1p NU Chess Club 6p 	24 Needlework Group 9:30a 	25 World War II: The Home Front 6:30p	26	27
28 Page 26 of 47	29 Mystery Book Club 6:30p 	30 Knippling 1p NU Chess Club 6p 	New Ulm Public Library All Programs are free and open to the public. Visit www.newulmlibrary.org or call 507-359-8331 for more information. *Registration Required			

New Ulm Public Library Board

2027 Budget Discussion

June 11, 2026

Attached is documentation to help library staff and the Library Board prepare the 2027 library budget. The following are some things the Board should consider when discussing the budget:

- The City Finance Office has discretion over some of the line items, including Taxes (revenue), personnel services (expense), personnel benefits (expense), IT support (expense), and utilities budget lines (expense). The Finance Director estimates that health insurance will have an increase, but an estimate is not known at this time.
- The attached worksheet shows line items in bold where the Library Board has input.
- The Brown County Library Board meets June 8 to discuss the 2027 budget appropriation request that will be made to the Brown County Commissioners ahead of the budget hearing in August. Brown County funding is reflected in 211-5500-33631 Brown County payments.
- The fee schedule is usually set later in the year, but the Finance Director recommends reviewing the fee schedule as part of the budget process. The Library Director does not recommend any changes to library fees for 2027. A 2027 draft fee schedule is attached. She added language to clarify the library's fees for copies and the payment methods that the library accepts.
- The Traverse des Sioux Library (TdS) Board approved a 24.2% decrease (\$7,646) in New Ulm Public Library's 2027 membership fees, reflected in the Cataloging and processing budget line. Fees are based on a formula that includes all member libraries. TdS adjusted 2027 member fees to account for an increase in Regional Library Basic System Support funding that it receives from the State. TdS' 2027 member fees decreased by an average of 22% for member libraries.
- The TdS Overdrive fees will increase by 15% (\$1,174.62) for 2026.
- The Library Director recommends increasing the Contractual maintenance books line by \$5,000 so the library can outsource the bulk of its new book processing to its primary book vendor, Ingram. This will decrease the book processing supplies that the library needs to purchase and allow library staff to focus on services to patrons.
- The Library Director does not recommend any capital expense projects for 2027.
- The Library Director has noted explanations for her recommended line-item changes in the attached budget chart. The changes total an overall change of 0% (a \$46 increase) in lines overseen by the Library Board. This result is due to the decrease in TdS fees and to 2026 projects that do not have 2027 equivalents. For comparison:
 - The 2026 preliminary library expenses showed an overall increase of \$8,734.88 or 0.78%.
 - The 2025 preliminary library expenses showed an overall increase of \$35,537.12 or 3.52%. The reason for the larger increase for 2025 was the \$25,000 budgeted for the Office furniture & equipment line for shelving projects.
- The Library Board must approve a recommended budget at its July 9, 2026, meeting. The budget is due to the Finance Department by July 24 and will be forwarded to the City Council for final approval.

2027 LIBRARY DEPARTMENT BUDGET

REVENUES

		2026 BUDGET	2027 BUDGET	CHANGE	
Taxes					
211-4500-31010	Taxes general	\$1,158,738.00	\$1,158,738.00	\$0.00	
211-4500-31020	Taxes delinquent	\$0.00	\$0.00	\$0.00	
211-4500-31030	Mobile home tax	\$0.00	\$0.00	\$0.00	
TOTAL Taxes		\$1,158,738.00	\$1,158,738.00	\$0.00	

Intergovernmental

211-4500-33401	Local government aid	\$0.00	\$0.00	\$0.00	
211-4500-33404	Market value homestead credit	\$0.00	\$0.00	\$0.00	
211-4500-33405	PERA Aid	\$0.00	\$0.00	\$0.00	
211-4500-33406	Market value mfg home & agric	\$0.00	\$0.00	\$0.00	
211-4500-33422	Other State grants	\$0.00	\$0.00	\$0.00	
211-4500-33425	Other State payments	\$0.00	\$0.00	\$0.00	
211-4500-33631	Brown County payments	\$19,350.60	\$19,350.60	\$0.00	
211-4500-33700	Other local grants	\$0.00	\$0.00	\$0.00	
211-4500-33950	Lieu of taxes	\$0.00	\$0.00	\$0.00	
TOTAL Intergovernmental		\$19,350.60	\$19,350.60	\$0.00	

Charges for services

211-4500-34760	Copy fees	\$4,000.00	\$4,000.00	\$0.00	
211-4500-34761	AV rentals	\$0.00	\$0.00	\$0.00	
211-4500-34762	Meeting room rental	\$4,100.00	\$4,100.00	\$0.00	NUCAT rent
TOTAL Charges for services		\$8,100.00	\$8,100.00	\$0.00	

Fines & fees

211-4500-35103	Library fines	\$0.00	\$0.00	\$0.00	
211-4500-35104	Library lost & damaged item fees	\$1,000.00	\$1,000.00	\$0.00	
TOTAL Fines & fees		\$1,000.00	\$1,000.00	\$0.00	

Misc Rev/Int/Donations

211-4500-36200	Miscellaneous	\$500.00	\$1,000.00	\$500.00	Pattern of increase in Misc. revenue
211-4500-36210	Interest operating pooled cash	\$0.00	\$0.00	\$0.00	
211-4500-36211	Increase (dec) in fv of invmts	\$0.00	\$0.00	\$0.00	
211-4500-36293	Book sale	\$500.00	\$500.00	\$0.00	
211-4500-36501	Donations misc	\$0.00	\$0.00	\$0.00	
TOTAL Misc Rev/Int/Donations		\$1,000.00	\$1,500.00	\$500.00	

211-4500-39100	Transfer from other funds	\$0.00	\$0.00	\$0.00	
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New Ulm Public Library

17 North Broadway, New Ulm, MN 56073
 507-359-8331 + www.newulmlibrary.org

2027 Library Fees

<u>Lost/Damaged Items</u>	<u>2026</u>	<u>2027</u>
Library card replacement (1-3)	\$ 1.00	\$ 1.00
<i>NOTE: 4 or more cards in a 1-year period</i>	\$ 5.00	\$ 5.00
Processing fee for lost or damaged materials	\$ 5.00	\$ 5.00
<i>NOTE: No processing fee for lost or damaged magazines</i>		
Replacement DVD case	\$ 2.00	\$ 2.00
<u>Miscellaneous</u>		
B & W prints/photocopies (<u>per each side of page</u>)	\$.25	\$.25
Color prints/photocopies (<u>per each side of page</u>)	\$.50	\$.50
Fax transmission (<u>per each side of page</u>)	\$ 1.00	\$ 1.00
<i>NOTE: No charge for local or toll-free numbers, cover sheets.</i>		
Coffee packet (K-cup, cup, lid, napkin)	\$ 1.00	\$ 1.00
Ear buds	\$ 2.00	\$ 2.00
USB flash drives	\$ 3.00	\$ 3.00
Book sale, books	\$.25	\$.25
Book sale, audiobooks, CDs	\$ 1.00	\$ 1.00
Request for obituary*	\$ 5.00	\$ 5.00
<i>* For requesters living outside New Ulm</i>		
Proctoring an exam*	\$ n/c	\$ n/c
<i>* Student must pay all costs associated with the exam.</i>		
<u>3D Printing</u>		
Flat charge for 3D Printing	\$ 2.00	\$ 2.00
Hourly charge for prints taking more than 1 hour	\$ 1.00	\$ 1.00

[New Ulm Public Library accepts payment via cash or check only.](#)

New Ulm Public Library Board

Resolution Number 2026-07

Authorizing Library Director to Sign Traverse des Sioux Library Cooperative Member Services Agreement and Annual Addendum

First Reading and Adoption

The New Ulm Public Library contracts Traverse des Sioux Library Cooperative (TdS) for services, including integrated library system software and support, cataloging, delivery, interlibrary loan, technology and networking support, and shared electronic collections and services such as Overdrive.

The Traverse des Sioux Regional Library Board approved the attached Member Services Agreement at its June 20, 2024, meeting. Each member library must sign the agreement, as well as the attached Annual Addendum, which outlines the service fees for the upcoming year and the technology support offered by TdS.

The Library Director recommends authorizing her to sign the Member Services Agreement and the Annual Addendum. She has no concerns with the Agreement or Addendum.

Approved at a meeting of the New Ulm Public Library Board on June 11, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Ruth Ann Webster, Chair



**Traverse des Sioux
Library System**
SERVICES AGREEMENT

This Services Agreement (this “Agreement”) is entered into by and between Traverse des Sioux Library System, with a principal place of business at 1400 Madison Avenue, Suite 610, Mankato, Minnesota, 56001 (“Tds”) and New Ulm Public Library (“Member Library”). Member Library and Tds shall be referred to in this Agreement individually as “Party” and collectively as “Parties.”

BACKGROUND

- Member Library has a signed Membership Agreement with Tds, meeting all required membership criteria;
- Member Library has representation on Tds committees and the board of directors either directly or indirectly;
- Tds desires to utilize the Regional Library Basic System Support (RLBSS) funding from the State of Minnesota to support basic system services;
- Tds desires to utilize the Multi-County Multi-Type (MCMT) funding from the State of Minnesota to support multi-type library services;
- Tds desires to provide opportunities for services that are not fully funded by RLBSS or MCMT funding;
- Tds enters into separate agreements with vendors in order to perform the services described herein, and Tds is responsible for contracting with said vendors or providing said services;
- Tds represents itself to the Member Library as qualified to perform the services herein agreed to; and
- Member Library desires to enter into this Agreement with Tds for said services.

In consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**ARTICLE I
DEFINITIONS**

Terms when used in this Agreement have their assigned meanings, and the following terms have the meanings assigned to them:

- “Advisory Council of Member Library Directors” means the body comprised of directors of Tds member libraries that provides recommendations to the Tds Board for the annual member fees and annually reviews such fees to be paid by the member libraries for Services.



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- “TdS Board” means the TdS board of directors.
- “Vendor” or “Vendors” means a company or individual to which TdS contracts for goods or Services.
- A “working day” means all days except Saturdays, Sundays, and holidays identified in Minnesota Statute § 645.44, subd. 5.

**ARTICLE II
TERM**

The term of this Agreement shall commence on the date upon which the first Party has signed and shall continue in effect until terminated by either Party in accordance with Article V of this Agreement.

**ARTICLE III
SERVICES AND RESPONSIBILITIES**

Section 1. Services to be Provided.

- 1.01. **Annual Review and Approval of Services.** The terms of Services outlined in this Agreement were adopted June 20, 2024, by the TdS Board. Those “Services” provided to Member Library shall be those outlined in the annual member fees, which shall be annually reviewed by libraries with TdS memberships and approved and adopted by the TdS Board. Approved terms of Services and member fee schedules shall be implemented and incorporated into this Agreement by reference upon the Parties’ execution of an addendum approved and adopted by the TdS Board and signed by the Parties.
- 1.02. **Services Provided.** TdS shall provide the Services or cause the Services to be provided to the Member Library. These “Services” shall include Members with Integrated Library Services software and support, technical services for materials and database maintenance, delivery of materials, interlibrary loan services, technology and networking support, shared electronic or other format collections and services such as Overdrive, Libby, and other such services necessary to the operation of libraries. “Services” shall also include such other services, as the Parties may agree upon from time to time in writing. TdS shall provide to Member Library for Member Library’s payment of annual member fees to TdS.



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Section 2. TdS Responsibilities. TdS shall perform the following responsibilities:

- 2.01. Provide personnel, resources, and/or contract for Services that will provide the Services to Member Library.
- 2.02. Receive and forward recommendations from the Member Library and other libraries with TdS memberships to the TdS Board regarding policy, budget, and problem resolution regarding the Services.
- 2.03. Pay Vendor invoices in a timely manner. If late payment charges for Services are incurred solely as a result of TdS, and through no fault of Member Library, TdS shall be responsible for said charges due to late payment(s).
- 2.04. If an agreement between TdS and any Vendor is canceled for any reason or there is lack of performance by Vendor, then any outstanding money owed to Vendor may be paid by TdS for Services rendered, and Member Library shall have any prepaid funds remaining refunded by TdS.
- 2.05. Monitor and supervise Vendors TdS has contracted to provide Services to Member Library to ensure that the Services described herein are provided to Member Library and in the manner described herein.
- 2.06. Comply with policies established by the TdS Board.
- 2.07. Comply with standards and procedures agreed upon by the Advisory Council of Member Library Directors.
- 2.08. Follow and keep current with all policies, procedures, and standards required by the State of Minnesota's State Library Services office.

These responsibilities of TdS set forth in this Section of the Agreement shall collectively be referred to herein as the "TdS Responsibilities."

Section 3. Member Library Responsibilities. Member Library shall perform the following responsibilities:

- 3.01. Timely pay fees to TdS for Services.
- 3.02. Remain eligible for TdS services in accordance with state RLBS and MCMT funding guidelines.
- 3.03. Comply with relevant policies established by the TdS Board.
- 3.04. Comply with relevant standards and procedures agreed upon by the Advisory Council of Member Library Directors, including the Integrated Library Services Code of Conduct.



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These responsibilities of the Member Library set forth in this Section of the Agreement shall collectively be referred to herein as the “Member Library Responsibilities.”

**ARTICLE IV
MEMBER LIBRARY FEES AND PAYMENT**

Section 1. Member Library Fees. Member Library fees for Services shall be calculated annually using the fee structure formula established and approved by the TdS Board. The Parties shall annually review the Member Library’s Fees for the Services. A revised fee schedule shall be implemented by the Parties, by an addendum to this Agreement signed by both Parties.

Section 2. Invoicing and Payment. TdS shall invoice Member Library for the upcoming six-month period of Service. Member Library shall remit payment within sixty (60) days. Invoices not paid within sixty (60) days shall constitute a material breach of this Agreement.

**ARTICLE V
TERMINATION**

Section 1. Termination for Convenience. Either Party to this Agreement may terminate this Agreement by giving the other Party at least one-hundred twenty (120) days' notice, in writing, of the effective date of the termination. TdS shall be entitled to receive payment for Services rendered prior to the effective date of termination, provided that such Services performed are in accordance with the provisions of this Agreement.

Section 2. Member Library Noncompliance. If the Member Library breaches this Agreement or fails to comply in whole or in part the Member Responsibilities or payment obligations of this Agreement with, TdS may provide Member Library with thirty (30) working days’ written notice of TdS’s intent to terminate the Agreement due to Member Library’s breach of this Agreement and failure to comply with this Agreement. The Member Library will have thirty (30) working days in which to respond, in writing, to TdS’s notice with a plan to correct the breach and deficiencies in a manner agreeable to TdS.

- If Member Library fails to respond to TdS’s notice or fails to provide a plan approved by TdS, then the Agreement shall automatically terminate as of the thirty-first (31st) working day following the date of TdS’s notice under this Section of the Agreement.



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- If the Member Library fails to cure the breach and any other deficiencies in its performance within sixty (60) days after TdS's acceptance of an approved plan, then this Agreement shall terminate on the sixty-first (61st) day following TdS's written approval of the plan.

TdS shall have the sole discretion to approve or reject the plan proposed by the Member Library. A plan is approved by TdS only upon a written statement of approval signed by TdS's executive director.

Section 3. TdS Noncompliance. The Member Library may terminate this Agreement if TdS fails to provide any of the Services specified or fails to comply with any of the provisions contained in this Agreement. The failure of TdS to deliver Services in a commercially reasonable manner shall constitute a material breach of this Agreement. If TdS breaches this Agreement or fails to perform any of the Services of this Agreement, the Member Library shall notify TdS of such breach or unsatisfactory performance of Services in writing. Upon such notice, TdS will have thirty (30) working days in which to respond, in writing, to Member Library with a plan to correct the breach and deficiencies in a manner agreeable to Member Library.

- If TdS remains in breach and has not responded to the Member Library's notice or fails to provide a plan approved by the Member Library, then the Member Library may terminate this Agreement by providing written notice to TdS of termination of this Agreement after thirty (30) working days have passed since the date Member Library provided TdS with written notice of breach in accordance with this Section of the Agreement.
- If TdS fails to cure the breach and other deficiencies in its performance in accordance within sixty (60) days of the Member Library's notice of breach or Member Library's acceptance of an approved plan, then the Member Library may terminate this Agreement with written notice to TdS.

Member Library shall have the sole discretion to approve or reject the plan proposed by TdS. A plan is approved by the Member Library upon a written statement of approval signed by a representative of the Member Library.

Section 4. Fees Upon Termination. In the event of this Agreement is terminated pursuant to this Article of the Agreement, the Member Library shall be liable for payment for Services rendered in accordance with the provisions of this Agreement prior to the effective date of the termination. provided that such services performed are. Member Library shall further be



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responsible for any and all costs associated with extracting data and resources from shared collections, such as but not limited to data from the shared Integrated Library System. Member Library shall have the unused portion of any prepaid payment for Services refunded by TdS.

ARTICLE VI
REPRESENTATIONS AND WARRANTIES

Section 1. Authority. TdS represents and warrants and Member Library represents and warrants that the undersigned individual executing this Agreement on behalf of the Parties:

- Has the requisite power and authority to enter into this Agreement on behalf of the respective Party;
- Has the power and authority to bind the respective Party to this Agreement; and
- Voluntarily enters into this Agreement on behalf of the respective Party.

Section 2. Compliance and Notification of Non-compliance. Member Library has a responsibility to monitor compliance with this Agreement and TdS's bylaws, policies and procedures. Member Library represents and warrants that it will report any non-compliance to the TdS Boards, and the Member Library's board of directors.

ARTICLE VII
RECORDS AND REPORTS

Section 1. Maintenance of Records. TdS will maintain records, books, documents, and other material and use accounting procedures and practices which sufficiently and properly account for Services provided to Member Library, use of Member Library fees paid, TdS's costs for Services, and the use of and activities supported by RLBSS and MCMT funding. Such records, including participant information, shall be maintained in accordance with the TdS's Files Retention Policy as adopted by the TdS Board, including any modifications to such policy approved by the TdS Board from time to time, and applicable laws and regulations affecting government data. Member Library shall cooperate with all requests from TdS for information for the maintenance of records in accordance with this Section of the Agreement. Member Library's failure to cooperate with such requests for information shall constitute a breach of this Agreement.

Section 2. Reports. In accordance with applicable law and as necessary for RLBSS or MCMT funding, TdS shall submit all required reports and other material to the appropriate governmental



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entities. Member Library shall cooperate with all requests from TdS for information for the competition of such reports in accordance with this Section of the Agreement. Member Library's failure to cooperate with such requests for information shall constitute a breach of this Agreement.

Section 3. Access and Inspection. TdS will comply with all applicable federal and state laws regarding open access to public records.

**ARTICLE VIII
INDEMNIFICATION**

Member Library agrees to indemnify, save, defend and hold harmless TdS, including its elected officials, officers, employees, agents, board members, and counsel (collectively and individually, "TdS Indemnified Persons"), from and against any and all claims, demands, damages, actions, causes of action, costs, liability, and expenses including, without limitation, attorney's fees, witness fees, costs, interest, penalties, and expert witness fees, that TdS Indemnified Persons incur or may incur as a result of, arising from, or related to any act, omission, neglect, or misconduct by the Member Library, any third party, or any Member Library employee, independent contractor, owner, shareholder, board member, elected official, director, officer, or agent. Member Library's duty to defend the TdS Indemnified Persons shall arise immediately upon demand for a defense by any of the TdS Indemnified Persons and shall not be dependent upon a finding of any fault by Member Library. Each of the TdS Indemnified Persons shall have the right to select counsel of their choice to defend each of them.

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**ARTICLE IX
LIMITED LIABILITY**

Section 1. Damage Caused by Unavoidable Acts. Neither TdS nor the Member Library shall be liable to the other for loss, damage, delay, or interruption of Service due to causes beyond the Party's control, including, but not limited to, acts of God, equipment failure, power outages, inclement weather, and/or sabotage to the system. TdS will work with Vendors and Member Library to resolve any incidents described in this section.

Section 2. TdS Limited Liability. TdS shall not be liable for loss or damage suffered by the Member Library or any third party not caused by TdS or its employees, agents, or equipment. TdS is not liable for indirect, incidental or consequential loss or damage suffered by Member Library, Member Library's employees, independent contractors, officers, owners, shareholders, or agents, or third parties, however caused. In no event will TdS's aggregate cumulative liability for any claims arising out of or related to Services or this Agreement exceed the amounts Member Library paid to TdS pursuant to this Agreement during the twelve (12) months immediately preceding the claim.

**ARTICLE X
INDEPENDENT CONTRACTOR RELATIONSHIP AND TDS EMPLOYEES**

Section 1. Independent Contractor. Any and all TdS employees and Vendors engaged in the performance of Services or any work required by TdS under this Agreement, shall perform such Services and work for Member Library as an independent contractor and not be considered employees of the Member Library while engaged in the performance of such work or Services.

Section 2. Vendors and/or Employees of TdS. TdS will secure all Vendors and TdS employees to provide the Services under this Agreement. All Vendors and employees arranged by TdS to perform the Services shall be fully qualified and employed in conformity with applicable state and federal laws.

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**ARTICLE XI
DATA PRIVACY**

In collecting, storing, using, and disseminating data on individuals in the course of providing services hereunder, the Parties agree to abide by all applicable state and federal statutes, rules, and regulations covering data privacy under which the Parties are obligated, including but not limited to the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13), and all rules promulgated pursuant thereto by the State of Minnesota.

**ARTICLE XII
NOTICES**

Any notice or other communication provided to a Party in accordance with or as required by this Agreement, shall be in writing and delivered by a Party to the other Party via hand delivery, email, or overnight courier service (with all fees prepaid) to the address the Party's address:

If to Member Library:

New Ulm Public Library
Attn: Board Chair and Executive Director
17 N Broadway
New Ulm, MN 56073
Email: aide@tds.lib.mn.us

If to TdS:

Traverse des Sioux Library System
Attn: Executive Director
1400 Madison Avenue, Suite 610
Mankato, MN 56001
slunford@tds.lib.mn.us

Each Party is responsible for ensuring the other Party has the accurate address and contact information for providing notice. If a Party needs to change the address or contact information for notice, the Party shall provide notice of the change and new information to the other Party in accordance with this Article of the Agreement with such notice designating the new address and/or person for receipt of all communications or notices required by this Agreement.



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ARTICLE XIII
GENERAL CONTRACT TERMS AND MISCELLANEOUS

Section 1. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Section 2. Jurisdiction and Venue. Given the interactions and contacts Member Library will have with Blue Earth County, Minnesota through its membership with TdS, the Parties agree that any dispute, claim, legal action, litigation, or proceeding arising out of or relating to this Agreement or the Services or transactions contemplated herein shall be exclusively heard and determined by the State District Court sitting in Blue Earth County, Minnesota or the United States District Court for the District of Minnesota, whichever has the appropriate jurisdiction. The Parties hereby irrevocably waive any objection to the venue of any such action or proceeding in the State District Court sitting in Blue Earth County, Minnesota or the United States District Court for the District of Minnesota, and any objection on the grounds that any such action or proceeding in such court has been brought in an inconvenient forum.

Section 3. Severability; Modifications and Amendments. Except upon the judicial determination of a court with competent jurisdiction that a provision in this Agreement is invalid, illegal, or unenforceable, this Agreement may not be amended, revoked, or modified in any way except in writing, signed by each of the Parties. If any provision of this Agreement is held by final judgment to be invalid, illegal or unenforceable, such invalid, illegal or unenforceable provisions shall be severed from the Agreement, and the remainder of this Agreement shall remain in force. In addition, the invalid, illegal or unenforceable provision shall be deemed to be automatically modified, and, as so modified to be included in this Agreement, such modification being made to the minimum extent necessary to render the provision valid, legal and enforceable. Notwithstanding the foregoing, however, if the severed or modified provision concerns all or a portion of the essential consideration to be delivered under this Agreement by one Party to the other, the remaining provisions of this Agreement shall also be modified to the extent necessary to equitably adjust the Parties' respective rights and obligations hereunder.

Section 4. Binding Effect; Assignment. This Agreement shall be binding upon the Parties and their respective successors by merger, acquisition, consolidation, or otherwise to the business formerly carried on, or an affiliate of any such entity, and permitted assigns. Neither Party shall assign or transfer any right or delegate any obligation hereunder without the prior written consent of the other Party, which shall not be unreasonably withheld.



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Section 5. Further Assurances. Each of the Parties hereto shall execute and deliver such additional documents, instruments, conveyances and assurances and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

Section 6. Waiver. The failure of either Party to insist, in any one or more instances, upon the strict performance of any of the terms and provision of this Agreement, or to exercise or fail to exercise any option or right contained herein, shall not be construed as a waiver or relinquishment for the future of such right or option. No waiver of any term or

Section 7. Entire Agreement. This Agreement constitutes the complete, final and exclusive embodiment of the entire agreement between the Parties with respect to the subject matter herein. This Agreement supersedes all prior or contemporaneous agreements, understandings, and communications between the Parties, whether written or oral, which hereafter will have no effect regarding this Agreement. The Parties acknowledge that each Party has not executed this Agreement in reliance on any promise, representation, or warranty that is not set forth in this Agreement.

Section 8. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

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IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute, seal and deliver this Agreement, all as of the day and year first written below.

For Traverse des Sioux Library System:

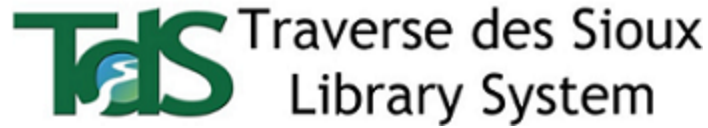
For Member Library:

Board Chair

Library Director or Equivalent

Date

Date



Annual Addendum to the Services Agreement

Approved 06.20.24

NEW ULM:

The services your library receives are checked.

Your fees for these services for FY 2027 are \$23,948.31

Cataloging: technical services for physical materials and database maintenance.

Automation: the shared integrated online catalog and enhancements, circulation, reporting, cataloging, serials control, acquisitions, fund accounting, shared bibliographic and patron databases, and connectivity.

Delivery: transport of materials and information, to, from, and among member libraries in the regional delivery system, other MNLINK libraries, and OCLC libraries with statewide delivery.

Interlibrary Loan: provide personnel and resources to facilitate the loaning and borrowing of materials between libraries, both within and outside the TdS region.

Technology and Networking Support: provide online documentation, perform maintenance tasks such as computer updates and software patches, troubleshoot, provide remote desktop assistance, phone support, on-site visits or third-party vendors as needed. All support is limited to TdS-specific equipment. Addendum attached.

Your fee for OverDrive for FY 2027 is \$8,950.61

Shared Electronic or Other Format Collections: provide and manage the digital materials collection.

For Traverse des Sioux Library System:

For Member Library:

Board Chair

Board Chair or Library Director

Date

Date

Annual Addendum to the Services Agreement

Approved 06.20.24

Technology and Networking Support Addendum
TdS Technology Supported Equipment and Devices - Updated 11-1-23

Equipment	TdS Support Level*	Brands	Maximum Age	Minimum Warranty Level	End of TdS Support	Provider
Networking						
Firewall	Tier 2	Watchguard	3 years	3 years		TdS; vendor does hardware support
Network Switch	Tier 2	HP, Cisco	5 years	3 years		TdS; vendor does hardware support
Access Point	Tier 2	Ubiquiti	5 years	3 years		TdS; vendor does installation, hardware support
PC/Devices						
PC/Laptop	Tier 0, 1	HP, Lenovo, Apple	5 years	3 years		TdS; vendor does Tier 2, incl warranty repairs. if Windows 10 - support ends when Windows 10 support ends in October '25
Multipoint Server	Tier 0, 1,	HP, Lenovo	5 years	3 years	All support ends in 2021	Limited to existing servers; vendor does Tier 2
Google Chrome Device (Chromebox, etc.)	Tier 0, 1, 2	any brand	6 years*	1 year		TdS-limited to setup and Chrome OS & Libdata support. Support ends when Google device support ends.
IOS Device	Tier 0, 1	Apple	5 years	1 year		limited to existing managed devices only
Android Devices	Tier 0, 1	Motorola	5 years	1 year		TdS Office Only
Desktop Printer	Tier 0	any brand	7 years	1 year		TdS-phone/remote support to install drivers
Receipt printers	Tier 0, 1	Star	7 years	1 year		TdS-limited to ILS functionality, all new purchases should be Star

Annual Addendum to the Services Agreement

Approved 06.20.24

Not Supported	Projectors, Copiers, Fax Machines, Sound Systems, Security Cameras, self-check machines (unless they're PC or chrome devices), Lantronix cloud print
New technology protocol	Libraries interested in adding technologies or services that need or may need TdS support should contact TdS before purchasing. Examples include e-materials vendors, anything requiring SIP2, and equipment that relies on TdS-supported networks, servers or services.

*Equipment higher than level “1” should not be serviced by TdS staff or a vendor.

*Equipment support includes operating system software only, such as Chrome OS, Windows and certain printer drivers. It does not extend to software applications such as MS Office or Adobe products.

Support Tier Definitions

- **Tier 0** means self-help; users access online documentation to resolve issues.
 - This is expected to be done by the end-user

- **Tier 1** means initial support for basic issues; gathering information about the problem, identifying the underlying problem, performing maintenance tasks such as computer updates and software patches.
 - This is done by the end user or by TdS

- **Tier 2** means more in-depth technical support dealing with troubleshooting and analysis of the issues identified in Tier 1. This may include, but is not limited to, on-site installation.
 - This is done by TdS or a vendor only. This is an *escalated* service. TdS will not be responsible for the installation/replacement of damaged components and devices. The user must use the vendor for these services.