



1300 St. Germain Street West
St. Cloud, MN 56301
Telephone 320-650-2500 Fax 320-650-2501

**Board of Trustees Special Meeting
Tuesday, February 17, 2026, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda**

- | | |
|---|------|
| 1. Call to Order | 6:00 |
| 2. Annual Financial Designations 2026 Update (Requested Action – Approve) pg 3 | 6:01 |
| 3. December Financial Report (emailed) (Requested Action – Accept) | 6:03 |
| 4. GRRL 2025 Annual Report (on table) | 6:08 |
| 5. Benton County Signatory Contribution Update & Discussion (Requested Action – Approve) pg 7 | 6:13 |
| 6. GRRL Board of Trustees Bylaws Review pg 11 | 6:25 |
| 7. Next Meeting – March 17, 2026 | 6:28 |
| 8. Adjournment | 6:30 |

February 17, 2026



2026 Annual Financial Designations Update

Submitted by Addie Carlson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve updates to the depository designations and authorized account signers.

BACKGROUND INFORMATION

Supporting Documents Attached

- Statement of depositories and designees

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

Annual Financial Designations 2026

a. Designation of Associate Director – Accounting as Custodian of Library Funds

The Associate Director – Accounting serves as Finance Manager. The Service Agreement, in Section 4.1 states the following:

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library.

The Board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements, and preparing financial statements.

b. Designation of Approved Depositories

The following depositories have been designated for banking services of the Great River Regional Library System by the GRRL Board of Trustees:

Old National Bank	Expense Checking Account Certificates of Deposit
MAGIC Fund	Liquid Savings Account Investments
Stearns Bank	Expense Checking Account Certificates of Deposit
Pershing Advisory Solutions, LLC (through Ehlers Public Finance Advisors)	Liquid Savings Account Investments
Falcon National Bank	Certificates of Deposit
MidCountry Bank	Certificates of Deposit

Approval of these designations is required by the Board of Trustees.

c. Designation of Authorized Account Signers on Bank Accounts

The following persons are designated as account signers on the bank accounts held by Great River Regional Library:

- Ed Popp, President of the Great River Regional Library Board
- Brandi Canter, Executive Director
- Adelaide Carlson, Associate Director – Accounting

Designation of these organization members as authorized account signers is required by the Board of Trustees and allows signers to sign checks and conduct banking transactions on behalf of the organization.

The following persons are removed as account signers on the bank accounts held by Great River Regional Library:

- Amy Anderson, former Associate Director – Accounting
- Jayne Dietz, outgoing Board President



Benton County Signatory Contribution Update & Discussion

Submitted by Brandi Canter, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Discuss the Benton County funding reduction and provide direction for the leadership team.

BACKGROUND INFORMATION

- Supporting Documents Attached

- GRRL 2026 Budget Signatory Share Factor Table

As requested by Trustees at the January GRRL Board meeting, I went to the Benton County Board meeting on February 3 to ask Benton County Commissioners to reconsider their plans to provide \$6,624 less toward their 2026 signatory payment than was budgeted. The Benton County Board declined to make a motion to do so.

As a reminder, GRRL follows an equity of service model with a floating collection and consolidated system of providing regional and local services. Because of this, the majority of options for service cuts to Benton County would also negatively impact other counties, which have paid their full first quarter signatory portion. Open hour reductions at the Foley Library would be one of the only ways to limit an impact to only Benton County.

GRRL Leadership seeks direction from Trustees on how to respond to this situation.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ -6,624 Funding Source: Benton County Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled

**Great River Regional Library
2026 Annual Budget Proposal
Signatory Share Factor Table**

Formula:	1/3 Population 33%	1/3 Registered Borrowers 33%	1/3 Net Tax Capacity 33%										
Operating \$ 7,605,954													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,599	8.06%	\$ 204,449	6,587	6.87%	\$ 174,101	\$ 55,158,172	6.53%	\$ 165,615	7.15%	\$ 544,166	\$ 13.08	0.99%
Morrison	34,249	6.64%	168,326	7,255	7.56%	191,757	55,261,248	6.54%	165,925	6.92%	526,008	15.36	0.95%
Sherburne	102,206	19.81%	502,319	17,565	18.31%	464,261	164,430,919	19.47%	493,712	19.20%	1,460,292	14.29	0.89%
Stearns	160,981	31.21%	791,184	30,031	31.31%	793,750	241,810,609	28.64%	726,048	30.38%	2,310,983	14.36	0.96%
Todd	25,673	4.98%	126,177	3,955	4.12%	104,535	43,351,508	5.13%	130,165	4.74%	360,877	14.06	0.83%
Wright	151,149	29.30%	742,862	30,529	31.83%	806,913	284,375,916	33.68%	853,853	31.60%	2,403,628	15.90	0.85%
Total	515,857	100%	\$ 2,535,318	95,922	100%	\$ 2,535,318	\$844,388,372	100%	\$ 2,535,318	100%	\$ 7,605,954	\$ 14.74	0.90%
Weight	2023 33.33%			2024 33.33%			2025 33.33%						

Capital \$ 35,000													
County	Population	% Population Share	\$ Population Share	Registered Users	% Users Share	\$ Users Share	Net Tax Capacity	% Net Tax Capacity Share	\$ Net Tax Capacity Share	% Total Share	Budget Shares	Per Capita	Levy Rate as share of Tax Capacity
Benton	41,599	8.06%	\$ 941	6,587	6.87%	\$ 801	\$ 55,158,172	6.53%	\$ 762	7.15%	\$ 2,504	\$ 0.06	0.005%
Morrison	34,249	6.64%	775	7,255	7.56%	882	55,261,248	6.54%	764	6.92%	2,421	0.07	0.004%
Sherburne	102,206	19.81%	2,311	17,565	18.31%	2,136	164,430,919	19.47%	2,272	19.20%	6,720	0.07	0.004%
Stearns	160,981	31.21%	3,641	30,031	31.31%	3,653	241,810,609	28.64%	3,341	30.38%	10,634	0.07	0.004%
Todd	25,673	4.98%	581	3,955	4.12%	481	43,351,508	5.13%	599	4.74%	1,661	0.06	0.004%
Wright	151,149	29.30%	3,418	30,529	31.83%	3,713	284,375,916	33.68%	3,929	31.60%	11,061	0.07	0.004%
Total	515,857	100%	\$ 11,667	95,922	100%	\$ 11,667	\$844,388,372	100%	\$ 11,667	100%	\$ 35,000	\$ 0.07	0.004%

County	2026			County	2025			County	Operating			Total % Change
	Operating	2026 Capital	2026 Total		Operating	2025 Capital	2025 Total		Change	Capital Change	Total Change	
Benton	\$ 544,166	\$ 2,504	\$ 546,670	Benton	\$ 525,994	\$ 2,486	\$ 528,480	Benton	\$ 18,172	\$ 18	\$ 18,190	3.442%
Morrison	526,008	2,421	528,428	Morrison	512,922	2,424	515,346	Morrison	13,086	(3)	13,082	2.539%
Sherburne	1,460,292	6,720	1,467,012	Sherburne	1,427,712	6,747	1,434,459	Sherburne	32,580	(27)	32,553	2.269%
Stearns	2,310,983	10,634	2,321,618	Stearns	2,249,424	10,631	2,260,054	Stearns	61,559	3	61,564	2.724%
Todd	360,877	1,661	362,537	Todd	346,269	1,636	347,905	Todd	14,608	25	14,632	4.206%
Wright	2,403,628	11,061	2,414,689	Wright	2,343,678	11,076	2,354,754	Wright	59,950	(15)	59,935	2.545%
Total	\$ 7,605,954	\$ 35,000	\$ 7,640,954	Total	\$ 7,406,000	\$ 35,000	\$ 7,441,000	Total	\$ 199,955	\$ -	\$ 199,955	2.687%

February 17, 2026

Bylaws of the Great River Regional Library Board of Trustees

Article I. Name

This organization shall be called "The Board of Trustees of the Great River Regional Library" existing by virtue of the provisions of Section 134.20 of the Laws of the State of Minnesota and the Regional Library Agreement and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and agreement. Great River Regional Library is organized exclusively for educational purposes including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

Article II. Purpose

The purpose of the Great River Regional Library Board of Trustees is to represent the Library to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services and extend library service to those not previously served.

Article III. Board of Trustees

Section 1. Number and Qualification

The board is composed of 15 members as appointed by their respective County Boards of Commissioners according to the provisions of the regional service agreement and representing the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright.

Any party with two or fewer trustees is allowed to have an official alternate who in the absence of the official delegate may be seated and have the right to vote. This alternate will be paid per diem by GRRL when voting.

Section 2. Term of Office

The terms of the trustees shall be three years and shall end with the calendar year, provided always, however, that each trustee shall hold office until the successor is appointed. A trustee may serve a total of three three-year terms for a total of no more than nine years of service.

A trustee who has served nine years or a total of three full terms may be reappointed after a one-year lapse of membership.

Section 3. Termination of Trustee's Term

A trustee's term shall terminate immediately in the event such member:

1. resigns as trustee; or
2. is removed by the appointing authority for misconduct or neglect; or
3. ceases to reside for voter qualification purposes within that part of the geographical territory of the party who appointed him or her in which such party levies a tax to provide its contribution to the general operating fund of the library.

Resignation shall be effective upon delivery in writing to the President of the board and the governing body of the appointing party. The governing body of a party may remove a trustee appointed by such party for misconduct or neglect. Trustees who are appointed by virtue of their elected office may be replaced if not re-elected.

Section 4. Disqualifications, Vacancies

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Library Executive Director. Upon receipt of such notification, the position shall be declared vacant.

A trustee may be terminated from the board due to excess absences, three consecutive meetings without sufficient reason or without any notification. When any trustee fails to attend at least three consecutive meetings of the board, the board may declare his/her position vacant.

It shall be the duty of the President to notify the appointing governing body of the vacancy. Vacancies on the board shall be reported to the governing body of the party whose appointed trustee has left office and shall be filled for the unexpired term.

Article IV. Officers

Section 1.

Officers of the board shall be chosen at the regular annual meeting of the board and shall be as follows: President, Vice President, Secretary and Treasurer to serve until successors shall be elected and qualified. An officer may succeed himself, provided, however, that a President or Vice President shall not serve more than two consecutive terms.

Section 2. Vacancies

If a vacancy occurs in an office, the board shall select a successor to the office at the next regular meeting who shall serve until the next annual meeting.

Section 3. Duties of Officers

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library. The Treasurer will serve on the Finance Committee.

The board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements and preparing financial statements.

Article V. Meetings

Section 1. Regular Meetings

A schedule of the regular meetings of the GRRL board shall be kept on file at GRRL's administrative office in St. Cloud, Minnesota. The schedule shall include the date, time and location of the meetings. The schedule of meetings shall also be posted on the principal bulletin board of GRRL located at the St. Cloud Public Library. The regular meetings shall be held in January, March, May, July, September and November. The annual meeting shall be held in January and the schedule of regular meetings for the coming year shall be determined at the September meeting and re-affirmed at the annual meeting. If the board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided for a special meeting.

Section 2. Special Meetings and Work Sessions

Special meetings and work sessions of the Board of Trustees may be called by the President or upon written request of three members for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting or work session and the purpose for which called shall be given each member of the Board of Trustees or Executive Committee at least three days in advance of the meeting.

Written notice of the date, time, place and purpose of the special meeting or work session shall be placed on the principal bulletin board of GRRL located at the St. Cloud Public Library at least three days before the date of the meeting. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings or work sessions with GRRL at least three days before the date of the meeting.

Section 3. Quorum

A quorum for transaction of business shall consist of a simple majority of the membership.

Section 4. Order of Business

The order of business at regular meetings shall be as follows:

- Call to order
- Adoption of agenda
- Approval of minutes
- Public Open Forum
- Approval of bills
- Approval of financial reports
- Consent Agenda
- Communications
- Presentations
- Staff Reports
- Report of committees
- Unfinished business
- New business
- Board Open Forum
- Adjournment

Section 5. Parliamentary Authority

Robert's Rules of Order, latest revised edition, may be used as a guide to govern the order and procedure of the board for all matters not otherwise covered by these bylaws.

Article VI. Committees

Section 1.

In accordance with the regional library agreement, an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

1. Set an annual operating budget and/or;
2. Overturn decision(s) which were previously enacted by a majority vote of the full Board.

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 1 of these bylaws.

Section 2.

Special committees for the study and investigation of special problems may be appointed by the President.

Section 3.

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

Section 4.

The President shall appoint a Finance Committee to oversee GRRL's fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than seven (7) voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees. The recommendations of the Finance Committee will be advisory only - all final budgeting decisions are reserved to the full Board of Trustees at a meeting properly called for that purpose.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;
- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

Section 5.

The President shall appoint two to three GRRL Board members to the Fund Development Committee whose duties shall be advance fundraising for Great River Regional Library and help build increased financial support from external resources.

Article VII. Duties of the Board

The duties of trustees consist of carrying out the powers given them by Minnesota State Statutes and the regional library service agreement. It is their duty and responsibility to:

1. Determine the policy of the library system to ensure the highest possible degree of operating efficiency.
2. Select and appoint a competent Library Executive Director.

3. Advise in the preparation of the annual library system budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study and support legislation which will bring about improved library service for residents.
5. Cooperate with fellow board members by supporting final Board decisions.
6. Maintain positive public relations related to Board decisions and actions.
7. Review the Great River Regional Library signatory agreement every three (3) years.

Article VIII. Library Executive Director

Library Executive Director

The Library Executive Director shall be considered the executive officer of the board and shall have sole administration of the Library under the direction and review of the board. The Executive Director shall be held responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library service to the public; and for the operation of the Library under the financial conditions set forth in the annual budget. The Executive Director shall attend all board meetings except when excused.

Evaluation

On an annual basis, the Board of Trustees shall evaluate the job performance and compensation of the Executive Director.

Article IX. Limitations

No member of the board or immediate relative of a board member shall be considered for staff employment. No member of the board or immediate relative of a board member shall use for personal use or profit the resources, business, finances or contracts of the library that are not intended for personal use or profit.

Article X. Travel and Per Diem

Section 1. Travel

Board members will be reimbursed for actual mileage to attend library related meetings and conferences at a per mile rate to be determined by board action and reviewed periodically or at current air transportation rates, if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc., as permitted by state or federal law.

Section 2. Mileage

Board members will be reimbursed for actual mileage to attend library related meetings at a per mile rate to be determined by board resolution and reviewed periodically or at current air transportation rates if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc.

Section 3. Per Diem

Board members may receive a per diem payment, as permitted by state or federal law, for attendance at regular board meetings, special board meetings, executive committee meetings, special committee meetings, and conferences at a rate to be determined by board action and reviewed periodically.

Section 4. Other

Other expenses incurred by Board members related to service on the GRRL Board which are not otherwise addressed in these by-laws should be pre-authorized by the Board to be eligible for reimbursement as permitted by state or federal law.

Article XI. Dissolution

Upon the dissolution of Great River Regional Library, assets shall be distributed to its respective counties for a public purpose, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of GRRL is located. Disposal shall be made exclusively for exempt or public purposes, or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.

Article XII. Amendments

These bylaws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

Article XIII. Precedence

Where these bylaws conflict with state and federal statutes or regulations, or with the library service agreement, said statutes and regulations shall have precedence.

Amendment History

Adopted September 10, 1985

Amended September 10, 1996; May 11, 1999; July 13, 1999; May 9, 2000; May 13, 2003; May 9, 2006; November 10, 2009; March 15, 2011; May 10, 2011; November 15, 2011; September 16, 2014; September 15, 2015; July 18, 2017; September 18, 2018; March 15, 2022; July 18, 2023