



1300 St. Germain Street West
St. Cloud, MN 56301
320-650-2500 griver.org

Board of Trustees Finance Committee Meeting
Tuesday, February 17, 2026, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|--|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Elect Finance Committee Chairperson (verbal) | 5:32 |
| 4. Fourth Quarter 2025 Financial Report (Requested Action – Approve) pg 3 | 5:33 |
| 5. Proposed GRRL 2027 Budget Process Guidelines (Requested Action – Approve) pg 11 | 5:38 |
| 6. Next Meeting – March 17, 2026 | 5:44 |
| 7. Adjournment | 5:45 |

February 17, 2026

Great River Regional Library Financial Report As of December 31, 2025



Balance, December 31, 2024	\$ 10,119,168.43
Changes to Fund Balance	80.00
	\$ 10,119,248.43

OPERATING & CAPITAL REVENUE

Signatory Payments:

Benton County	\$ 528,480.00	
Morrison County	\$ 515,346.00	
Sherburne County	\$ 1,434,459.00	
Stearns County	\$ 2,260,055.00	
Todd County	\$ 347,905.00	
Wright County	\$ 2,958,426.25	\$ 8,044,671.25

Patron Receipts:

Branch	\$ 127,425.15	
Revenue Recapture	2,055.22	\$ 129,480.37

Other:

Interest	\$ 419,007.94	
City of Sartell	\$ 42,757.97	
Interlibrary Loan Delivery	\$ 6,200.00	
Revenue Fund (MCIT & Miscellaneous Income)	\$ 3,595.51	
St. Cloud Reimbursement	\$ 94,321.09	
RLBSS State Aid	\$ 1,869,543.22	

Operating & Capital Revenue Total	\$ 10,609,577.35
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RESTRICTED REVENUE 4900 FUNDS

Legacy Grant	\$ 230,169.45	
RLTA Grants	\$ 215,806.72	
Minitex Last Mile Grant	\$ -	

Restricted Revenue Total	\$ 445,976.17
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ASSIGNED REVENUE 5200 FUNDS

Fund Development - Collection	\$ 36,031.65	
Fund Development - Communications	\$ 12,991.26	
Fund Development - Programs & Services	\$ 16,238.15	\$ 65,261.06
Interlibrary Loan	\$ 1,017.09	
Gift Funds - Branch	\$ 79,385.08	
Gift Funds - Regional	\$ 41,868.19	
Gift Funds - Designated	\$ 60,507.54	
Revolving Fund	\$ 29,486.08	
Sales Revenue	\$ 29,412.63	

Assigned Revenue Total	\$ 306,937.67
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Total Revenue & Balance -----	\$ 21,481,739.62
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EXPENDITURES

Operating Fund -- see attached report	\$ 9,979,623.93	
Fund Balance Report -- see attached report	978,980.77	
YTD Health Reimbursement Arrangement (HRA) Distributions	\$ 24,653.25	
Accumulated Depreciation	180,000.00	

Total Expenditures -----	\$ 11,163,257.95
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Total Balance & Revenues less Expenditures	\$ 10,318,481.67
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**Great River Regional Library
Investment Listing
As of December 31, 2025**

Total Revenue including prior year Balance, less Expenditures ----- \$ 10,318,481.67

CASH AND INVESTMENTS

Checking Account - FDIC Insured

Old National Bank Expense	Amount
	\$ 225,505.78
Branch Cash	\$ 2,785.00

Savings Accounts

MAGIC (Minnesota Association of Governments Investing for Counties)	Rate	Amount
		\$ 3,032,071.36

Custodial Account

Health Reimbursement Arrangement (MAGIC)	\$ 614,119.53
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Certificate of Deposit Investments - FDIC Insured

	Net Rate	CD Investment
Financial Federal Savings Bank - Maturity 01/13/2026	5.05%	\$ 231,000.00
First Security Bank and Trust Company, OK - Maturity 01/27/2026	4.45%	\$ 239,000.00
T Bank, TX - Maturity 02/04/2026	4.29%	\$ 239,000.00
Nexbank, TX - Maturity 02/10/2026	4.70%	\$ 233,000.00
Boone Bank & Trust, IA - Maturity 02/10/2026	4.30%	\$ 239,000.00
Enterprise Bank, NE - Maturity 03/16/2026	4.15%	\$ 239,000.00
Mission National Bank, CA - Maturity 04/07/2026	4.20%	\$ 239,000.00
Nano Banc, CA - Maturity 04/21/2026	4.20%	\$ 239,000.00
Flagstar Bank, TX - Maturity 05/12/2026	4.05%	\$ 235,000.00
Solera national Bank, CO - Maturity 05/15/2026	4.20%	\$ 239,000.00
First Capital Bank, SC - Maturity 06/04/2026	4.10%	\$ 235,000.00
First Priority Bank, - Maturity 07/17/2026	5.00%	\$ 226,000.00
Bank of Montgomery, LA - Maturity 08/21/2026	4.25%	\$ 239,000.00
First State Bank, AR - Maturity 10/02/2026	3.90%	\$ 240,000.00
The Western State Bank, KS - Maturity 10/05/2026	3.90%	\$ 235,000.00
Traditional Bank, KY - Maturity 11/23/2026	3.98%	\$ 230,000.00
Merrick Bank, UT - Maturity 12/07/2026	4.01%	\$ 230,000.00
Farmers & Merchants Union Bank, WI - Maturity 12/17/2026	4.25%	\$ 234,000.00
Cornerstone Bank, NE - Maturity 02/10/2027	4.10%	\$ 235,000.00
Gbank, NV - Maturity 03/10/2027	4.00%	\$ 235,000.00
First Bank of Ohio, OH - Maturity 05/17/2027	4.15%	\$ 230,000.00
New Republic Bank, NC - Maturity 05/20/2027	3.77%	\$ 236,000.00
American Commerical Bank & Trust, IL - Maturity 08/16/2027	4.10%	\$ 230,000.00
Tab Bank, UT - Maturity 10/04/2027	3.65%	\$ 232,000.00

Total MAGIC Certificate of Deposit Investments \$ 5,639,000.00

Stearns Bank, NA, MN - Maturity 10/22/2025	4.31%	\$ 250,000.00
Bremer Bank, N.A., MN - Maturity 10/20/2026	3.65%	\$ 250,000.00
Falcon National Bank, MN - Maturity 11/1/2026	3.79%	\$ 250,000.00
MidCountry Bank, MN - Maturity 02/23/2026	4.90%	\$ 235,000.00

Total Local Certificates of Deposit Investments \$ 985,000.00

Total Deposits \$ 10,498,481.67
Accumulated Depreciation (180,000.00)

Month End Balance \$ 10,318,481.67
\$ -

Submitted by Brandi Canter, Executive Director, and Addie Carlson, Associate Director, Accounting

GREAT RIVER REGIONAL LIBRARY
Bank Balances Investment Activity

DECEMBER 2025

Account Descr	Begin Mth	MTD Debit	MTD Credit	Balance
G 20-1018 CASH - MAGIC SVGS/US BANK CKG	\$614,969.43	\$0.00	\$849.90	\$614,119.53
G 10-1021 CD INVESTMENTS - LOCAL BANKS	\$985,000.00	\$0.00	\$0.00	\$985,000.00
G 10-1020 CD INVESTMENTS - MAGIC PFM	\$5,883,000.00	\$0.00	\$244,000.00	\$5,639,000.00
G 10-1018 CASH - MAGIC SVGS/US BANK CKG	\$3,024,805.74	\$997,542.98	\$990,277.36	\$3,032,071.36
G 10-1017 CASH - BRANCH CASH	\$2,785.00	\$0.00	\$0.00	\$2,785.00
G 10-1010 CASH - OLD NATL BANK EXP CKG	\$223,414.36	\$605,679.35	\$603,587.93	\$225,505.78
	\$10,733,974.53		\$603,587.93	\$10,498,481.67

**Great River Regional Library
Revenue Report: Operating Capital Funds
For the Month Ended December 31, 2025**

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 525,994.00	\$ 525,994.00	\$ -	100.00%
Morrison County	512,922.00	512,922.00	\$ -	100.00%
Sherburne County	1,427,713.00	1,427,713.25	\$ -	100.00%
Stearns County	2,249,424.00	2,249,424.25	\$ -	100.00%
Todd County	346,269.00	346,269.00	\$ -	100.00%
Wright County	2,343,678.00	2,343,678.00	\$ -	100.00%
Signatory Operational Receipts:	\$ 7,406,000.00	\$ 7,406,000.50	\$ -	100.00%

<u>Capital Signatory Receipts</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 2,486.00	\$ 2,486.00	\$ -	100.00%
Morrison County	2,424.00	2,424.00	\$ -	100.00%
Sherburne County	6,747.00	6,747.25	\$ -	100.00%
Stearns County	10,631.00	10,631.00	\$ -	100.00%
Todd County	1,636.00	1,636.00	\$ -	100.00%
Wright County	11,076.00	11,076.00	\$ -	100.00%
Signatory Capital Receipts:	\$ 35,000.00	\$ 35,000.25	\$ -	100.00%

Sub-Total Signatory Receipts:	\$ 7,441,000.00	\$ 7,441,000.00	\$ -	100.00%
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<u>Other Receipts:</u>	Budget	Received	Balance	% Rec'd
Unassigned Fund Balance (Cash Reserves)	\$ 233,744.00	\$ 233,744.00	\$ -	100.00%
Unassigned Fund Balance (2023 Surplus)	389,000.00	389,000.00	\$ -	100.00%
Patron and Revenue Recapture Receipts	110,000.00	129,480.37	19,480.37	117.71%
Interest	325,000.00	419,007.94	94,007.94	128.93%
City of Sartell	20,500.00	21,057.97	557.97	102.72%
ILL Delivery	6,200.00	6,200.00	-	100.00%
Minitex Last Mile	7,000.00	-	(7,000.00)	0.00%
Revenue Fund	15,000.00	3,595.51	(11,404.49)	23.97%
St. Cloud Reimbursement	92,000.00	94,321.09	2,321.09	102.52%
Sub-Total Other Receipts:	\$ 1,198,444.00	\$ 1,296,406.88	\$ 97,962.88	108.17%

<u>RLBSS State Aid Revenue</u>	Budget	Received	Balance	% Rec'd
Sub-Total RLBSS State Aid*	\$ 1,891,100.00	\$ 1,928,752.98	\$ 37,652.98	101.99%

	Budget	Received	Balance	YTD % Rec'd
Total Operating/Capital Revenue:	\$ 10,530,544.00	\$ 10,666,159.86	\$ 135,615.86	101.30%

***Notes to Revenue**

<u>2024-2025 RLBSS State Aid:</u>	<u>2026 Revenue Received</u>
\$ 565,748.82 Rec'd September, 2024	\$ 557,550.56 RLBSS, September, 2025
\$ 565,914.34 Rec'd October, 2024	\$ 557,550.56 RLBSS, October, 2025
\$ 42,647.72 Rec'd November, 2024	\$ 28,261.74 RLTA, November, 2025
\$ 565,831.57 Rec'd February, 2025	\$ 21,700.00 City of Sartell, December, 2025
\$ 188,610.53 Rec'd July, 2025	\$ 603,672.25 Wright Co. Q1, December, 2025
\$ 1,928,752.98 Total received	\$ 28,261.75 RLTA, December 2025
	\$ 1,796,996.86 Total received

Revenue received in prior calendar year(s)

GREAT RIVER REGIONAL LIBRARY
Quarterly YTD Comparative Report - QTR 4
DECEMBER 2025

Account	Fund	Current Budget	2025 YTD Amt	2025 YTD Balance	% YTD of Budget	2024 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
10 GENERAL FUND								
4100 PERSONNEL								
SALARIES	10-00-4100-110	\$712,395.00	\$694,661.80	\$17,733.20	97.5%	\$671,300.21	\$23,361.59	3.48%
SALARIES	10-20-4100-110	\$3,907,635.00	\$3,607,269.67	\$300,365.33	92.3%	\$3,493,498.41	\$113,771.26	3.26%
SALARIES	10-30-4100-110	\$93,200.00	\$78,639.08	\$14,560.92	84.4%	\$88,502.25	-\$9,863.17	-11.14%
SALARIES-RLBSS	10-20-4100-111	\$1,891,100.00	\$1,928,752.98	-\$37,652.98	102.0%	\$1,912,811.29	\$15,941.69	0.83%
EE BENEFITS	10-00-4100-140	\$129,000.00	\$131,030.88	-\$2,030.88	101.6%	\$137,932.88	-\$6,902.00	-5.00%
EE BENEFITS	10-20-4100-140	\$683,700.00	\$468,593.95	\$215,106.05	68.5%	\$450,396.54	\$18,197.41	4.04%
EE BENEFITS	10-30-4100-140	\$25,800.00	\$20,999.50	\$4,800.50	81.4%	\$14,038.43	\$6,961.07	49.59%
WORKERS COMPENSATION	10-30-4100-160	\$34,750.00	\$30,559.00	\$4,191.00	87.9%	\$33,071.00	-\$2,512.00	-7.60%
ER PAYROLL TAXES-PERA	10-00-4100-170	\$107,755.00	\$102,211.39	\$5,543.61	94.9%	\$98,673.98	\$3,537.41	3.58%
ER PAYROLL TAXES-PERA	10-20-4100-170	\$831,844.00	\$815,881.44	\$15,962.56	98.1%	\$797,308.41	\$18,573.03	2.33%
ER PAYROLL TAXES-PERA	10-30-4100-170	\$14,120.00	\$11,752.49	\$2,367.51	83.2%	\$13,175.07	-\$1,422.58	-10.80%
ANNUAL PTO PAY/CONVERT	10-00-4100-185	\$12,000.00	\$11,475.00	\$525.00	95.6%	\$11,381.18	\$93.82	0.82%
4100 PERSONNEL		\$8,443,299.00	\$7,901,827.18	\$541,471.82	93.6%	\$7,722,089.65	\$179,737.53	2.33%
4200 SERVICES AND CONTRACTS								
REGIONAL BOARD MEETINGS	10-00-4200-210	\$6,800.00	\$13,793.79	-\$6,993.79	202.9%	\$8,418.41	\$5,375.38	63.85%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$24,500.00	\$20,821.01	\$3,678.99	85.0%	\$14,645.56	\$6,175.45	42.17%
ALL STAFF DAY TRAINING	10-00-4200-213	\$7,300.00	\$7,043.90	\$256.10	96.5%	\$7,360.31	-\$316.41	-4.30%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$4,000.00	\$2,739.95	\$1,260.05	68.5%	\$4,414.97	-\$1,675.02	-37.94%
PATRON CONTACT SERVICES	10-20-4200-235	\$60,000.00	\$68,621.53	-\$8,621.53	114.4%	\$70,564.62	-\$1,943.09	-2.75%
BUILDING MAINTENANCE	10-30-4200-240	\$105,000.00	\$102,703.85	\$2,296.15	97.8%	\$168,972.44	-\$66,268.59	-39.22%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$43,250.00	\$44,647.00	-\$1,397.00	103.2%	\$41,951.00	\$2,696.00	6.43%
CATALOG SERVICES	10-20-4200-248	\$100,000.00	\$100,100.00	-\$100.00	100.1%	\$93,878.37	\$6,221.63	6.63%
AUDIT	10-30-4200-250	\$25,000.00	\$32,855.00	-\$7,855.00	131.4%	\$24,365.00	\$8,490.00	34.85%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,820.00	\$4,818.00	\$2.00	100.0%	\$4,818.00	\$0.00	0.00%
TELEPHONE	10-00-4200-260	\$31,000.00	\$27,527.24	\$3,472.76	88.8%	\$30,180.08	-\$2,652.84	-8.79%
DELIVERY SERVICES	10-30-4200-265	\$2,275.00	\$2,138.46	\$136.54	94.0%	\$2,055.26	\$83.20	4.05%
EQUIP CONTRACTS & REPAIR	10-20-4200-271	\$31,000.00	\$29,563.89	\$1,436.11	95.4%	\$27,601.36	\$1,962.53	7.11%
COMMUNICATIONS & MARKETING	10-20-4200-280	\$31,000.00	\$30,883.68	\$116.32	99.6%	\$29,991.33	\$892.35	2.98%
SALES TAX	10-00-4200-288	\$4,400.00	\$5,070.00	-\$670.00	115.2%	\$4,299.00	\$771.00	17.93%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$86,200.00	\$77,439.10	\$8,760.90	89.8%	\$96,794.45	-\$19,355.35	-20.00%
LEGAL SERVICES	10-30-4200-291	\$12,000.00	\$12,330.64	-\$330.64	102.8%	\$13,785.49	-\$1,454.85	-10.55%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,500.00	\$6,021.26	\$478.74	92.6%	\$6,840.88	-\$819.62	-11.98%
4200 SERVICES AND CONTRACTS		\$585,045.00	\$589,118.30	-\$4,073.30	100.7%	\$650,936.53	-\$61,818.23	-9.50%
4300 COMMODITIES								
SUPPLIES	10-00-4300-310	\$2,400.00	\$1,808.13	\$591.87	75.3%	\$2,289.31	-\$481.18	-21.02%
SUPPLIES	10-20-4300-310	\$57,000.00	\$60,704.05	-\$3,704.05	106.5%	\$55,933.89	\$4,770.16	8.53%
SUPPLIES	10-30-4300-310	\$300.00	\$279.98	\$20.02	93.3%	\$0.00	\$279.98	0.00%
POSTAGE	10-30-4300-330	\$14,000.00	\$15,203.49	-\$1,203.49	108.6%	\$14,633.19	\$570.30	3.90%

Account	Fund	Current Budget	2025 YTD Amt	2025 YTD Balance	% YTD of Budget	2024 YTD Amt	Last Yr YTD Diff	%Last YR YTD Diff
4300 COMMODITIES		\$73,700.00	\$77,995.65	-\$4,295.65	105.8%	\$72,856.39	\$5,139.26	7.05%
4400 VEHICLE EXPENSES								
FLEET VEHICLE - FUEL	10-20-4400-420	\$27,000.00	\$26,211.70	\$788.30	97.1%	\$26,872.74	-\$661.04	-2.46%
FLEET VEHICLES -INSURANCE	10-20-4400-430	\$3,600.00	\$4,119.01	-\$519.01	114.4%	\$3,365.00	\$754.01	22.41%
FLEET - REPAIRS & MAINT	10-20-4400-440	\$11,500.00	\$12,999.08	-\$1,499.08	113.0%	\$9,673.91	\$3,325.17	34.37%
MILEAGE REIMBURSEMENTS	10-00-4400-460	\$1,000.00	\$488.60	\$511.40	48.9%	\$1,388.91	-\$900.31	-64.82%
MILEAGE REIMBURSEMENTS	10-20-4400-460	\$30,000.00	\$33,246.92	-\$3,246.92	110.8%	\$33,019.25	\$227.67	0.69%
4400 VEHICLE EXPENSES		\$73,100.00	\$77,065.31	-\$3,965.31	105.4%	\$74,319.81	\$2,745.50	3.69%
4500 LIBRARY MATERIALS								
BOOKS & PRINT MATERIALS	10-20-4500-510	\$540,000.00	\$526,542.88	\$13,457.12	97.5%	\$528,534.42	-\$1,991.54	-0.38%
PERIODICALS	10-20-4500-520	\$52,000.00	\$53,243.45	-\$1,243.45	102.4%	\$51,024.63	\$2,218.82	4.35%
MEDIA	10-20-4500-540	\$70,000.00	\$58,954.25	\$11,045.75	84.2%	\$57,321.73	\$1,632.52	2.85%
ELECTRONIC SERVICES	10-20-4500-560	\$314,000.00	\$337,259.08	-\$23,259.08	107.4%	\$334,489.22	\$2,769.86	0.83%
4500 LIBRARY MATERIALS		\$976,000.00	\$975,999.66	\$0.34	100.0%	\$971,370.00	\$4,629.66	0.48%
4600 EQUIPMENT								
OPERATING EQUIPMENT	10-20-4600-610	\$4,500.00	\$3,303.88	\$1,196.12	73.4%	\$3,082.35	\$221.53	7.19%
SMALL EQUIPMENT	10-20-4600-630	\$1,500.00	\$1,792.64	-\$292.64	119.5%	\$1,237.89	\$554.75	44.81%
4600 EQUIPMENT		\$6,000.00	\$5,096.52	\$903.48	84.9%	\$4,320.24	\$776.28	17.97%
4700 CONTINGENCY								
CONTINGENCY	10-00-4700-910	\$400.00	\$317.72	\$82.28	79.4%	\$143.40	\$174.32	121.56%
4700 CONTINGENCY		\$400.00	\$317.72	\$82.28	79.4%	\$143.40	\$174.32	121.56%
4800 AUTOMATION OPERATING								
AUTOMATION MAINTENANCE	10-20-4800-932	\$170,000.00	\$235,113.16	-\$65,113.16	138.3%	\$194,115.89	\$40,997.27	21.12%
AUTOMATION EQUIPMENT	10-00-4800-933	\$10,000.00	\$976.15	\$9,023.85	9.8%	\$1,120.13	-\$143.98	-12.85%
AUTOMATION EQUIPMENT	10-20-4800-933	\$85,000.00	\$49,132.81	\$35,867.19	57.8%	\$74,571.92	-\$25,439.11	-34.11%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$3,419.47	-\$1,419.47	171.0%	\$3,155.00	\$264.47	8.38%
AUTOMATION SOFTWARE	10-00-4800-936	\$16,000.00	\$7,229.68	\$8,770.32	45.2%	\$1,011.60	\$6,218.08	614.68%
AUTOMATION SOFTWARE	10-20-4800-936	\$55,000.00	\$56,332.32	-\$1,332.32	102.4%	\$50,543.07	\$5,789.25	11.45%
4800 AUTOMATION OPERATING		\$338,000.00	\$352,203.59	-\$14,203.59	104.2%	\$324,517.61	\$27,685.98	8.53%
10 GENERAL FUND		\$10,495,544.00	\$9,979,623.93	\$515,920.07	95.1%	\$9,820,553.63	\$159,070.30	1.62%
20 CUSTODIAL FUND								
4100 PERSONNEL								
EE BENEFITS	20-00-4100-140	\$83,361.73	\$61,834.70	\$21,527.03	74.2%	\$9,440.28	\$52,394.42	555.01%
EE BENEFITS	20-20-4100-140	\$554,411.05	-\$37,181.45	\$591,592.50	-6.7%	\$14,967.62	-\$52,149.07	-348.41%
EE BENEFITS	20-30-4100-140	\$1,000.00	\$0.00	\$1,000.00	0.0%	\$0.00	\$0.00	0.00%
4100 PERSONNEL		\$638,772.78	\$24,653.25	\$614,119.53	3.9%	\$24,407.90	\$245.35	1.01%
20 CUSTODIAL FUND		\$638,772.78	\$24,653.25	\$614,119.53	3.9%	\$24,407.90	\$245.35	1.01%
		\$11,134,316.78	\$10,004,277.18	\$1,130,039.60	89.9%	\$9,844,961.53	\$159,315.65	1.62%

Great River Regional Library Fund Balance Activity For the Month Ended December 31, 2025

Fund Description	Program Code	Fund Balance	Monthly Receipts	YTD Expenses	Fund Balance
COMMITTED CAPITAL FUNDS	10.05.5000.				
Capital - Automation	710	787,940.68			787,940.68
Capital - Branch Development	720	125,213.24			125,213.24
Capital - Equipment	730	51,643.16			51,643.16
Capital - Vehicle	740	67,052.80		42,479.00	24,573.80
		\$ 1,031,849.88	\$ -	\$ 42,479.00	\$ 989,370.88
RESTRICTED FUNDS	10.10.4900.				
Legacy Fund 2024	939	187,717.49		187,717.49	-
Legacy Fund 2025	940	230,619.39		91,445.80	139,173.59
Legacy Fund 2026	941	91,887.80	22,971.96	19.04	114,840.72
Minitex Last Mile	946	-			-
RLTA	986	580,884.03	28,261.75	310,240.17	298,905.61
		\$ 1,091,108.71	\$ 51,233.71	\$ 589,422.50	\$ 552,919.92
COMMITTED OTHER FUNDS	10.40.5100.				
AMHS System Project(s)	241	350,000.00			350,000.00
Compensated Absence Fund	983	623,644.00	-		623,644.00
Compensation Study	840	15,412.50		9,587.00	5,825.50
Computer Replacement Fund	984	67,760.22			67,760.22
Emergency Sub & Severance	880	19,743.91		2,846.59	16,897.32
Extended Hours Pilot	850	50,000.00			50,000.00
Patron Self Service	813	9,807.98		2,700.00	7,107.98
Payroll Fund	870	220,000.00			220,000.00
Security	831	8,740.27			8,740.27
Staff Development Services	211	1,155.57			1,155.57
		\$ 1,366,264.45	\$ -	\$ 15,133.59	\$ 1,351,130.86
ASSIGNED FUNDS	10.40.5200.	Balance 12/1/25	MTD Receipts	YTD Expenses	Balance 12/31/25
FD - Collection	816	68,091.29	10,681.25	39,645.91	39,126.63
FD - Communications	821	28,854.68	3,884.04	21,282.53	11,456.19
FD - Programs & Services	822	85,924.49	4,855.10	5,209.00	85,570.59
Gift Funds - Branch	820	200,787.84	3,469.12	90,327.21	113,929.75
Gift Funds - Designations	818	651,994.13		28,769.33	623,224.80
Gift Funds - Regional	819	92,099.64		29,126.25	62,973.39
Interlibrary Loan - Lost Materials	810	9,089.63	14.98	486.21	8,618.40
Revolving Fund	825	26,859.85	4,303.79	32,191.08	(1,027.44)
Sales Revenue	994	87,927.44		84,908.16	3,019.28
		\$ 1,251,628.99	\$ 27,208.28	\$ 331,945.68	\$ 946,891.59
TOTAL		\$ 4,740,852.03	\$ 78,441.99	\$ 978,980.77	\$ 3,840,313.25

Fund Balance Report

DECEMBER 2025

OBJ	Account Name	Beginning Balance	Current Month Expense	YTD Expense	Month End Balance	% YTD
10 GENERAL FUND						
05 CAPITAL BUDGET						
5000 CAPITAL COMMITTED FUNDS						
710	CAPITAL - AUTOMATION	\$787,940.68	\$0.00	\$0.00	\$787,940.68	0.00%
720	CAPITAL - BRANCH DEVELOPMENT	\$125,213.24	\$0.00	\$0.00	\$125,213.24	0.00%
730	CAPITAL - EQUIPMENT	\$51,643.16	\$0.00	\$0.00	\$51,643.16	0.00%
740	CAPITAL - VEHICLE	\$67,052.80	\$0.00	\$42,479.00	\$24,573.80	63.35%
5000 CAPITAL COMMITTED FUNDS		\$1,031,849.88	\$0.00	\$42,479.00	\$989,370.88	4.12%
05 CAPITAL BUDGET		\$1,031,849.88	\$0.00	\$42,479.00	\$989,370.88	4.12%
10 GRANTS						
4900 RESTRICTED FUNDS						
939	LEGACY FUND 2024	\$187,717.49	\$0.00	\$187,717.49	\$0.00	100.00%
940	LEGACY FUND 2025	\$230,619.39	\$153.67	\$91,445.80	\$139,173.59	39.65%
941	LEGACY FUND 2026	\$114,859.76	\$19.04	\$19.04	\$114,840.72	0.02%
946	MINITEX LAST MILE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
986	RLTA	\$609,145.78	\$33,921.82	\$310,240.17	\$298,905.61	50.93%
4900 RESTRICTED FUNDS		\$1,142,342.42	\$34,094.53	\$589,422.50	\$552,919.92	51.60%
10 GRANTS		\$1,142,342.42	\$34,094.53	\$589,422.50	\$552,919.92	51.60%
40 DESIGNATIONS & DONATIONS						
5100 COMMITTED FUNDS						
241	AMHS SYSTEM PROJECT(S)	\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%
983	COMPENSATED ABSENCES	\$623,644.00	\$0.00	\$0.00	\$623,644.00	0.00%
840	COMPENSATION STUDY	\$15,412.50	\$0.00	\$9,587.00	\$5,825.50	62.20%
984	COMPUTER REPLACEMENT FUND	\$67,760.22	\$0.00	\$0.00	\$67,760.22	0.00%
880	EMERGENCY, SUB & SEVERANCE	\$19,743.91	\$0.00	\$2,846.59	\$16,897.32	14.42%
850	EXTENDED ACCESS PILOT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
813	PATRON SELF SERVICE	\$9,807.98	\$2,700.00	\$2,700.00	\$7,107.98	27.53%
870	PAYROLL FUND	\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.00%
831	SECURITY	\$8,740.27	\$0.00	\$0.00	\$8,740.27	0.00%
211	STAFF DEVELOPMENT SERVICES	\$1,155.57	\$0.00	\$0.00	\$1,155.57	0.00%
5100 COMMITTED FUNDS		\$1,366,264.45	\$2,700.00	\$15,133.59	\$1,351,130.86	1.11%
5200 ASSIGNED FUNDS						
816	FD - COLLECTION	\$78,772.54	\$27,079.92	\$39,645.91	\$39,126.63	50.33%
821	FD - COMMUNICATIONS	\$32,738.72	\$1,328.20	\$21,282.53	\$11,456.19	65.01%
822	FD - PROGRAMS & SERVICES	\$90,779.59	\$0.00	\$5,209.00	\$85,570.59	5.74%
820	GIFT FUNDS BRANCH	\$204,256.96	\$3,196.82	\$90,327.21	\$113,929.75	44.22%
818	GIFT FUNDS DESIGNATED	\$651,994.13	\$0.00	\$28,769.33	\$623,224.80	4.41%
819	GIFT FUNDS REGIONAL	\$92,099.64	\$1,372.36	\$29,126.25	\$62,973.39	31.62%
810	INTERLIBRARY LOAN	\$9,104.61	\$9.20	\$486.21	\$8,618.40	5.34%
825	REVOLVING FUND	\$29,280.08	\$4,303.79	\$32,191.08	-\$2,911.00	109.94%
994	SALES REVENUE	\$87,927.44	\$61,853.00	\$84,908.16	\$3,019.28	96.57%
5200 ASSIGNED FUNDS		\$1,276,953.71	\$99,143.29	\$331,945.68	\$945,008.03	26.00%
40 DESIGNATIONS & DONATIONS		\$2,643,218.16	\$101,843.29	\$347,079.27	\$2,296,138.89	13.13%
10 GENERAL FUND		\$4,817,410.46	\$135,937.82	\$978,980.77	\$3,838,429.69	20.32%
		\$4,817,410.46	\$135,937.82	\$978,980.77	\$3,838,429.69	20.32%



2027 Budget Process Guidelines Proposal

Submitted by Brandi Canter, Executive Director

Addie Carlson, Associate Director – Accounting

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve the attached budget guidelines proposal, which outlines the 2027 GRRL budget process and timeline, based on past practice.

BACKGROUND INFORMATION

Supporting Documents Attached

- Proposed 2027 GRRL Budget Process Guidelines

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

2027 GRRL Budget Process Guidelines

Overview

Great River Regional Library (GRRL) receives the majority of its funding from the six counties it serves. The 2026 operating and capital budgets are funded at roughly \$20.50 per capita with \$14.81 per capita coming from county signatory shares. The six counties share the goal of providing the highest quality library service in the most cost effective manner possible. The GRRL Board members represent the six counties and recognize that library services provide a core government function to all residents – the services of literacy, access, and lifelong learning.

The Board asks all library departments to work within available resources and consider ways to limit costs while still delivering high quality services to GRRL residents. GRRL will always face annual cost increases, primarily in the areas of employee compensation and benefits and unfunded mandates. Increases such as these can quickly add up to thousands of dollars in new costs. Departments will have an opportunity to request new funding through the department budget request process. However, the number of budget requests the GRRL Board will be able to approve will be limited.

Base Budget Development

A base budget will be prepared using the guidelines below and presented to the GRRL Finance Committee for review. The base budget exercise provides an overall estimate of the cost to maintain GRRL services at a “status-quo” level. It allows the GRRL Board to assess the library system’s fiscal condition and make adjustments as needed during the budget process. Specifically, the base budget phase will reflect the following steps:

1. The Associate Director – Accounting will prepare estimates of payroll and benefits costs for 2027.
2. Payroll estimates will reflect all currently budgeted full-time and part-time positions (including vacant positions).
3. Both collective bargaining unit agreements expired at the end of 2025, and new agreements have yet to be approved. Therefore, general wage increases and quartile movement within range increases may not be included in the base budget.
4. For Operating Budget accounts, increases may occur at the base budget level **only** under the following conditions:
 - a. GRRL is required to increase payments to a vendor due to price increases or contractual inflationary measures to continue existing services (i.e. database subscriptions, known medical and dental premiums, insurance rates, software maintenance contracts, etc.).
 - b. GRRL is required to increase payments resulting from being a member of a necessary professional organization (American Library Association, Society for Human Resource Management, etc.).

- c. When costs for administrative services have risen due to number of employees, number of patrons or mandated costs brought on by legislation (i.e. Paylocity service charge per employee, minimum wage increases, increase in employer PERA contributions, ACA reporting requirements).
 - d. When costs increase for a commodity due to factors outside of GRRL's control and a base budget adjustment is necessary to maintain the same level of service as the prior year (i.e. vehicle gas, equipment costs). Another example would be when the IRS raises the mileage rate.
5. The base budget for Capital Equipment will include the routine replacement of existing equipment (i.e. copiers, vehicles). Replacement should follow a systematic replacement schedule maintained by department. Schedules should ensure the identification of specific equipment needing replacement at a point in the upcoming budget year, along with updated replacement cost estimates. A rational system of replacement equalizes capital equipment expenditures from year to year and prevents the sudden need for large expenditures due to deferred replacement and accumulated obsolescence.
 6. Departments will be asked to estimate revenues in their respective areas for 2027. The Associate Director – Accounting and Executive Director will compile and review the revenue forecasts and make adjustments according to department revenue forecasts based on historical data and other factors.

Department Budget Requests

The Department Budget Request process offers departments the opportunity to identify budgetary needs not provided for in the base budget. As noted in the overview, the GRRL Board expects departments to work within available resources and consider ways to limit the amount of increases while still delivering high quality services to GRRL residents. Departments should consider this parameter when developing department budget requests. The GRRL Finance Committee does not initially request budget reduction options from departments, but may do so later in the budget process, depending on the outcome of the base budgeting exercise. Departments are welcome to submit proposals to reduce spending. Such proposals could be paired with department budget requests, for example, as a means to fund the request.

1. Requests for new positions or increases in budgeted hours should include staffing calculator indicators or other quantifiable measures to justify the increase. Indicators could include the presence of patron waiting lists (due directly to staffing levels), or time delays in meeting state-imposed mandates.
2. Requests for new positions must identify all costs associated with the position, including benefits, operating and capital costs (computer or software licenses, for example).
3. Preference for funding will be given to mandated, essential library functions and areas of legal compliance. Requests representing new services or expansions of current services must demonstrate how the request fulfills GRRL's mission and strategic plan and produces quantifiable benefits for its patrons or residents.

4. Requests should identify possible revenue that may be generated directly by the department budget request to offset costs.

Timeline

February 17 – Finance Committee reviews and adopts 2027 GRRL Budget Process Guidelines.

March 2 – Department Base Budget estimates and Department Budget Requests due to Executive Director and Associate Director – Accounting.

March 17 – Finance Committee reviews base budget. Department heads present approved Department Budget Requests to Finance Committee. Finance Committee determines recommendations for preliminary budget.

May 19 – Finance Committee adopts preliminary 2027 Budget and shares recommendations with full GRRL Board.

July 21 – Full GRRL Board adopts final 2027 Budget.