

Location

Bentonville Public Library (BPL)
Rotary Conference Room

Call to Order

Cynthia Cochran, Board Chairperson, called the meeting to order at 5:05 p.m.

Roll Call

Cynthia Cochran, Jennifer Doherty, Michelle Evans, Kimberly Seay, Roland Smith, Octavio Sanchez, Steve Galen, Kelly McLintock, Tara Clark, Christina Clark, and Hadi Dudley

Approval of Meeting Minutes

The group reviewed the meeting minutes from January 7, 2026. Kimberly Seay moved, and Jennifer Doherty seconded, to approve the minutes as presented. The board minutes for January 7, 2026 were approved as presented.

Agenda Items

1. Library Advisory Board business
 - a. Identify Vice Chairperson: Michelle Evans was approved by the board to serve as the Board Vice-chairperson for one year.
 - b. Follow-up discussion of term of service for officers
 - i. (Vice-chair begin 1-year, then 2-year service to offset 2-year term of board chair)
 - c. Approval of Ex-Officio Board Seats – the organizations presented for ex-officio seats were discussed by the group. The groups and individuals will be reviewed annually by voting board members for ongoing participation each year.
 - i. Bentonville City Council*
 - ii. Friends of the Bentonville Library*
 - iii. Bentonville Library Foundation*
 - iv. Teen Advisory Board
 - v. Northwest Arkansas Genealogical Society
 - vi. Bentonville History Museum
 - vii. Bentonville Schools
 - viii. Northwest Arkansas Community College
 - d. Michelle Evans moved, and Roland Smith seconded, to approve the proposed Ex-Officio board seats as presented. The Ex-Officio board seats were approved as presented.
2. Library Reports
 - a. Programming & Marketing updates: Tara Cloud Clark, Marketing Specialist
 - i. Tara reported on upcoming author visits and announced that Motto is providing ten (10) nights to accommodate various authors and presenters for library programs this year.
 - ii. Adult Arts & Crafts programs continue to be popular: Make & Mingle extended an extra session each month, Sit + Stitch offers three sessions, and Craft Swap returns.
 - iii. Tween programming includes a new Graphic Novel Book Club for middle grade readers.

- iv. Music in the Library was popular during Geek Con and the holiday season featuring local teen orchestra students. It is being expanded to the first Saturdays each month with more plans to feature SoNA, Bentonville Community Orchestra, and Northwest Arkansas Community College.
 - v. BPL will promote Library Lovers Month by featuring ways patrons can show their appreciation of our Public Library. Content will be shared weekly to include real-life examples of how individuals, groups, and businesses support BPL. The Library is also announcing its new Amazon wishlist for patrons to fund small purchases that can be used to enhance programs and services. Additional messaging related to “being a good patron” and techniques to reinforce policies are being developed.
- b. Children’s Services report: Christina Clark, Senior Children’s Librarian
- i. Christina announced the debut of Storytime Kits and brought samples to show the board. It’s essentially “storytime in a bag” that is part of Library of Things collection and can be checked out by parents, teachers, or others wanting to present storytime. The BPL team has developed 60 themed kits, for example: Gardening, Grandparents, Food, Community helpers, or Bedtime. Each kit includes: six books, a prop (puppet) set of instruments (egg shakers, maracas, tambourines, rhythm sticks, or rhythm scarves), and list of rhymes and songs that go with the theme. Rhymes will be processed on a ring and a link to BPL’s storytime presentation is online. The Library team recorded the rhymes in our Digital Lab. We hope to have the first 15 kits available to check out by the end of the month.
 - ii. Christina reported on upcoming programs for Black History Month, Lunar New Year, and Summer Reading Club. Refer to the program details in the appendix below for more information.
- c. Administration updates: Hadi Dudley, Library Director
- i. Hadi provided an overview of 2025 statistics, meeting room usage, and revenue trends, including information about impact fees. Refer to the attached appendix for more information.
 - 1. Impact Fees are established by a City ordinance that is approved by City Council. The funds are designed to be a revenue source where “growth pays for growth.” The library’s funds must be used to purchase new materials that expand collections, makerspace equipment, and other capital materials (portion of new sorter system). Materials must be utilized by the public; impact fees cannot be used on staff salaries or operational expenses. The City is currently reviewing the impact fee program to make sure they are “right-sized” for what the fees are being assessed to fund.
 - ii. Group discussion of the Library’s Fee and Fine Schedule was postponed to the next board meeting.
3. Ex-Officio Reports
- a. Friends of the Bentonville Library – no report.
 - b. Bentonville Library Foundation (BLF)
 - i. Steve Galen, BLF President, introduced the group’s new Executive Director, Kelly McLintock. Kelly discussed a strategy plan that will be presented this summer that identifies ways BLF can contribute funds to the Library on a consistent, annual basis.
4. Public Comments on Agenda Items (Limited Public Forum) – no comments.

Next Meeting

Wednesday, March 4, 2026 at 5 PM

Adjournment

The Library Advisory Board adjourned at 6:00 p.m.

About Public Comments on Agenda Items

Library Advisory Board meetings are open to the public. Guests may make public comments at the end of the agenda. Making a public comment will require you to register with your name, address, phone number and email address. Each person is limited to 3 minutes of comments; public comments should relate to board meeting agenda items.

Appendix

1. Fee and Fine Schedule (two documents attached)
2. Children's Program Information (below)

Black History Month

Storytime with Craft

- Saturday, February 7 at 11am
- Mayor Orman will give black history month proclamation
- Storytime lead by Northwest Arkansas Area Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

Tommy Terrific's Wacky Magic Show about Satchel Paige

- Saturday, February 14 at 11am

Lunar New Year

Bentonville High School Chinese Culture Club, Bentonville West Chinese Class, Thaden Chinese Class, and the Jade Bridge Culture Center.

- Saturday, February 21 at 1-4pm
- Craft and activity stations
- Lion dance performance and singing
- Interactive photo booth
- Calligraphy
- Storytime station

Summer Reading Program

Theme: Unearth a Story: June 1st - July 31st

- Paleontology
- Archeology
- Other topics that are related to the earth

- Gardening
- Burrowing animals
- Caves/gems
- Construction
- Artwork is very dinosaur focused

Reading challenge for all ages

- Children - treasure chest prize for every 3 hours they read
- 15 hours - coupon for free book from Read it Again Bookstore
 - Entry to grand prize drawing
- Weekly prize drawings

Performers

Fridays at 10:30am (and 1pm if there's a second show)

- June 5 - MömandPöp
- June 12 - Tommy Terrific
- July 10 - Opera in the Ozarks
- July 17 - Balloon Magic with Marty the Balloon Man
- July 24 - BenAnna Band
- July 31 - Aaron Fowler
- August 7 - Heyden Garrett, tentative date

Library Advisory Board Appendix: February 4, 2026

Meeting Room Use 2025 (March – December)

No. of Uses: 379

No. of Attendees (est.): 5,554

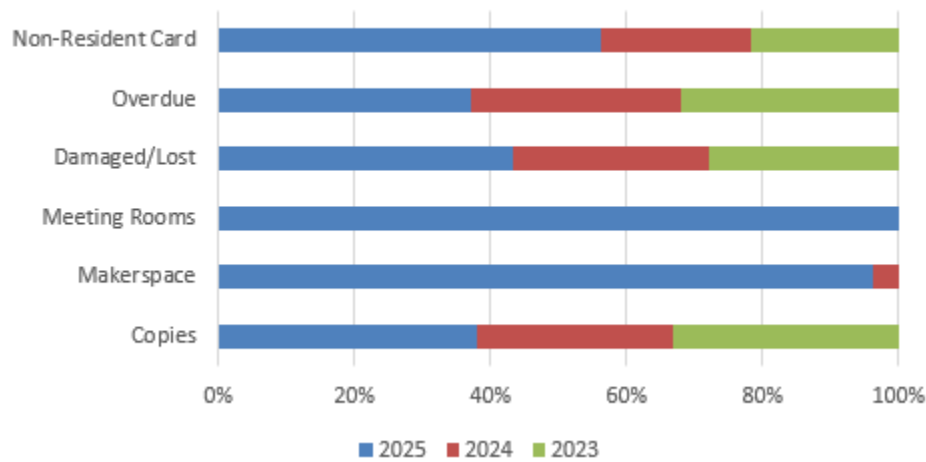
Rent Collected: \$11,131

BPL: 383 uses w 10,435 attendees (est.)

Library Revenue (key services - unaudited)

	2025	2024	2023
Copies	\$ 8,886.15	\$ 6,809.10	\$ 7,752.60
Makerspace	\$ 4,284.40	\$ 175.94	\$ -
Meeting Rooms	\$ 11,131.50	\$ -	\$ -
Damaged/Lost	\$ 15,339.86	\$ 10,177.49	\$ 9,845.19
Overdue	\$ 49,951.15	\$ 41,506.80	\$ 43,239.77
Non-Resident Card	\$ 3,043.80	\$ 1,188.01	\$ 1,176.85

Library Revenue



Library Fee and Fine Schedule (attachment)

Proposed updates

- Increase copy / print fees: b/w \$0.15 to \$0.25; color \$.30 to \$.50 (per page)
- Add Fax fee (new): \$1 / page
- Discontinue fees to use sewing machines
- Option for discount of filament w large format 3D printer

Makerspace fees – remain same: fair and appropriate. Positive usage.

Meeting room rental fee structure – remain same: fair and appropriate. No issues w agreements or collecting revenue from users.

Non-resident fee – remain same: no change to fee/2 year; continue issuing library cards to Benton County residents at no cost.

Justification – Increase copy / print charges

- **\$47,735** Capital investment in print/copy/scan/fax system
 - New hardware + established second (new) service point w Business Center
 - Two new color/bw public copiers
 - Four new public use terminals
 - Functionality upgrades - scanning, faxing, translation, and more
 - Mobile printing capabilities
 - Micro-processing of credit card payments (no transaction fee)
- **No fee increase in 20+ years**, BPL also pays **annual service** contracts
- **Cost of labor** increase: patron assistance and work on financial deposits

Public Library Comparison - NWA Peers					
	bw	color	fax	notary	Note
Rogers	0.15	0.25	n/a	n/a	
Springdale	0.15	0.50	1.00	free	
Fay	0.15	0.25	1.00	free	
BV	0.20	0.40	n/a	n/a	1.00 per month print allowance (free)
Fort Smith	0.25	1.00	see note	2.00	fax send: \$2 pg 1, \$1 extra pgs; receive: \$1 pg
Mtn Home	0.10	0.30	1.50	free	
Bentonville	0.15	0.3	0	n/a	
BPL UPDATE	0.25	0.5	1	n/a	
For-Profit / Business Comparison					
FedEx/Kinkos	0.28	0.86	2.5	n/a	
Office Depot	0.31	0.83	2	n/a	
Staples	0.33	0.77	2	n/a	
UPS (avg)	.25 - .35	.75 - .85	\$1+	\$5+	

Bentonville Public Library: Fee and Fine Schedule

Description	Current	NEW	Unit of Measurement	Notes
Cost-Recovery Fees				
Non-resident library card	25.00		per household; ev 2-years	This is not change - document edit reflects approved practice
Replacement library card	1.00		per card	
Photocopy/print: black & white	0.15	0.25	per page	Digital scanning - no cost
Photocopy/print: color	0.30	0.50	per page	Digital scanning - no cost
Fax service	0.00	1.00	per page	Digital scanning - no cost
Technology use	0.00		per day	
3D Printing PLA Filament	0.10		per gram	Large format discount: 0.05 per gram
Vinyl & Die Cutter: paper or sticker	0.50		per page or sticker	
Vinyl & Die Cutter: vinyl	2.00		per foot	
Sewing	2.00	0.00	per hour	1 foot minimum
Sewing: embroidery	2.00	0.00	per 10,000 stitches	\$2.00 minimum
Sewing: serger	4.00	0.00	per hour	1 hour minimum
Sewing: backing	0.50	0.00	per foot	1 foot minimum
Laminator	0.50		per pouch or per foot	
Glowforge: plywood	10.00		12" x 20"	
Glowforge: acrylic	13.00		12" x 20"	
Glowforge: leather	3.00		12" x 20"	
Glowforge: foamboard	1.50		12" x 20"	
Glowforge: cardboard	0.50		12" x 20"	
Glowforge: chipboard pad	0.50		12" x 20"	
Administrative Fee	50.00		per hour	staff assistance, minor cleaning or repairs
Class or workshop	varies		per class or workshop, per person	refundable deposit or cost of materials (ex. \$5 or \$10)
Miscellaneous items for sale	varies		per item	
Cleaning or repair fee: facility damage	varies		per item	for cleaning or repair costs beyond administrative fee
Meeting Room Rental Fees				
Small Group Meeting and Individual Study Rooms	Free			1 to 2 to 4-person
Arvest Foundation Conference Room (For-Profit)	15.00		2 hours	6-person
Arvest Foundation Conference Room (Non-Profit)	7.50		2 hours	6-person
Kerr Conference Room (For-Profit)	15.00		2 hours	6-person
Kerr Conference Room (Non-Profit)	7.50		2 hours	6-person
Haney Family Conference Room (For-Profit)	25.00		2 hours	25-person
Haney Family Conference Room (Non-Profit)	12.50		2 hours	25-person
Rotary Conference Room (For-Profit)	50.00		2 hours	50-person
Rotary Conference Room (Non-Profit)	25.00		2 hours	50-person
Walmart Foundation Community Room (For-Profit)	150.00		2 hours	250-person
Walmart Foundation Community Room (Non-Profit)	50.00		2 hours	250-person
Early Booking Fee (For-Profit)	500.00			6+ months in advance; not refundable
Early Booking Fee (Non-Profit)	250.00			6+ months in advance; not refundable
Facility Fee	100.00			minimum 1 week notice; ex: furniture moving (stage)
No-show or late cancellations will forfeit entire meeting room fee				minimum 48 hours required
Non-resident library card fee applicable to individuals or groups outside the region				

Bentonville Public Library: Fee and Fine Schedule

Description	Current	NEW	Unit of Measurement	Notes
Library Fines				
Overdue: regular materials	0.10		per item, per day	\$2.00 limit
Overdue: specialty materials	1.00		per item, per day	\$10.00 limit
Damaged: item repairable	5.00		per item	
Multi-part items: replacement cost per section	varies		per item	
Lost or Damaged: item non-usable	varies		per item	Purchase price, plus \$5.00 processing fee, plus overdue fee (if applicable)
Fine for technology returned to the book drops	50.00		per item	
Suspension of Borrowing & Computer Privileges				
\$10.00 maximum fines and fees			per individual	
\$50.00 maximum fines and fees			per household	
Collection Agency				
Long Overdue/Administration Fee (Collection Agency)	15.00			Established minimum threshold: \$40.00
eCommerce and Credit Cards				
Established minimum threshold: \$2.50				Transaction fees are not charged to patrons
Library Card Renewal				
All fees and fines must be paid in total at time of library card renewal				