

Location

Bentonville Public Library (BPL)
Rotary Conference Room

Call to Order

Board Chairperson, Cynthia Cochran, called the meeting to order at 5:00 p.m.

Roll Call

Library Advisory Board	Ex-Officio Groups	Ex-Officio Representative
Cynthia Cochran	Bentonville City Council	Octavio Sanchez
Jennifer Doherty	Friends of the Bentonville Library	Peggy Snyder
Michelle Evans	Bentonville Library Foundation	Steve Galen / Kelly McIntock
Nathan Pollet	BPL Teen Advisory Board	Jemal Janyyeva
Kimberly Seay	Northwest Arkansas Genealogical Society	Carol Miles
Roland Smith	Northwest Arkansas Community College	Sharon Fox
Michele Stamps Pritchett	Bentonville History Museum	(TBD)
	Bentonville Schools	(TBD)
BPL Staff		Guests / City Staff
Hadi Dudley, Library Director		
Tara Cloud Clark, Marketing Specialist		
Courtney Fitzgerald, Senior Circulation Librarian		
Tiffany Genser, Library Specialist		
Anna Sharon, Teen Services Librarian		

Approval of Meeting Minutes

The group reviewed the meeting minutes from February 4, 2026. Jennifer Doherty moved, and Roland Smith seconded, to approve the minutes as presented. The board minutes for February 4, 2026 were approved as presented.

Agenda Items

1. Library Advisory Board business
 - a. Ex-Officio Board Seats
 - i. The group participated in roundtable introductions and welcomed new ex-officio members Jemal Janyyeva, Carol Miles, and Sharon Fox.
2. Library Report
 - a. Programming & Marketing updates: Tara Cloud Clark, Marketing Specialist
 - i. BPL has a new backdrop for photo opportunities and to act as cover for people awaiting to go on stage.
 - ii. Past Events: Ayana Gray hosted 160 people. John Patrick Green with Zeke Pena hosted 475 in attendance with a 3 hour long signing line that extended from the front door to the Walmart Foundation Community Room.

- iii. Upcoming Author Visits: T.L. Simpson – March 5 at 10:30 am at NWACC White Auditorium; Dan Santat – April 17 at 6:00 pm; Rick Atkison – May 28 at 12:00 pm; Jerry Pallotta – August 8 at 1:00 pm.
 - iv. Music in the Library: Small ensemble: Spring Strings on March 28; Larger concert: SoNA Beyond: The Planets on March 14 at 11:00 am; Composer club on March 21 at 1:00 pm.
 - v. Other events and initiatives: What We Carry on March 10 at 5:30 pm; Naturalization Ceremony on March 13 at 10:00 am. Geek Con is scheduled for September 26. Staff have solidified map and program wishes. We will plan indoor but feature “bonus” activities coordinated by local partners if the weather is good. Seed Library is open; there is a new processes limit to three packets of seeds a day per family. Launched Wish List during Love Your Library Month and got our first donation! Established connection with Michael’s craft store (opens May 22). Considering possibilities for materials, equipment, teaching classes, etc. Board Game Club launched, first and third Saturday of each month. Farm to Home series launches March 11, first class on preserving foods filled immediately with comments on social media. Next month, we launch our sustainable crafting class and animation club.
- b. Adult Services report: Courtney Fitzgerald, Senior Circulation Librarian
- i. Courtney elaborated on some projects highlighted by marketing.
 - ii. AARP Community Challenge Flagship Grant: Storywalk initiative with permanent installations around the library grounds containing cross-generational picture books about nature, trees, habitats and the outdoors designed to bridge the gaps between our different age groups in our community. The Storywalk will end at the Learning Gardens where two grow towers will be installed specifically for the 50+ demographic to make gardening more accessible. The grow towers will lead you inside to two hydroponic grow towers adjacent to the BPL Seed Library. Programming designed for 50+ demographics will be developed around the various types of grow towers and information labels about the library’s habitats, native species, partners and more will be included on each of the Storywalk installations.
 - iii. If All Arkansas Read the Same Book: In conjunction with the Arkansas State Library, BPL will be one of two sites hosting author, Rick Atkinson, Pulitzer Prize winning author (3 time winner), historian and news correspondent celebrating the release of his new book, *The Fate of the Day: The War for America, Fort Ticonderoga to Charleston, 1777-1780*, which is part of the Revolution Trilogy, book 2. This is an incredible honor to host this author on Thursday, May 28th, location TBD. We were chosen in the past as a host site part of If All Arkansas Reads the Same book initiative with Delia Owens, *Where the Crawdads Sing*, and Lisa Wingate, *Before They Were Yours*. The Arkansas State Library covers all costs, we sponsor Rick’s lodging for one night at Motto, which were donated to us thanks to Tara. BPL will fund the cost of refreshments.
 - iv. Courtney provided program content and presenter details for upcoming Farm to Home, Make & Mingle with the Parks Department, and Music in the Library sessions.
 - v. Reminder and invitation: What We Carry on March 10 at 530PM - Art Reception followed by Panel Discussion with artist, Canopy and three guest immigrant speakers. Refreshments provided by Canopy’s catering arm of the non-profit,

(snacks from around the globe made by resident immigrants). US Naturalization Ceremony March 13 at 10AM – an open invitation to all LAB members to attend if available, as well as City Council members. Courtney discussed how the event will flow, who will be in attendance, importance of providing a festive environment and being part of such a monumental event in the lives of the 50 Petitioners and their families. If all goes well, BPL will be added to the list of sites to host on a yearly basis.

- c. Administration updates: Hadi Dudley, Library Director
 - i. Library Fee and Fine Schedule Review
 - 1. The Library Advisory Board reviewed the proposed fee and fine schedule that was distributed to the group. Recommendations include:
 - a. Increasing copy/print fees: \$0.15 to \$0.25 for black & white per page; \$0.30 to \$0.50 for color per page; adding a fax fee \$1 per page, and minor adjustments (decreases) to makerspace equipment fees. The meeting room rental fees remain the same.
 - b. Roland Smith moved, and Michelle Evans seconded, to approve the library's fee and fine schedule as presented. The fee and fine schedule was approved as presented.
 - c. The City Council will approve with a 30-day delay; changes will launch early May or June.
 - ii. FY2026 (3rd quarter) State Aid distribution delayed by State Library Board
 - 1. Hadi reported that the 3rd quarter State Aid distribution was delayed, but since approved for release during a special board meeting. A lengthy discussion of the state's standards for funding eligibility was also on the special meeting agenda. Future standards, when they are formally adopted, will determine if BPL qualifies for future state aid.
- 3. Ex-Officio – Standing Reports
 - a. Friends of the Bentonville Library
 - i. The Friends group is hosting a Load the Truck event for book donations on March 7 at 930AM – 3PM; they seek adult fiction for the bookstore shelves and children's materials for the upcoming sale.
 - ii. The used booksale featuring children's materials is scheduled for March 27 and 28 at 930AM – 430PM in the Rotary Conference Room.
 - iii. Current bank balance is \$67,254.65.
 - b. Bentonville Library Foundation (BLF)
 - i. Steve Galen reported on BLF activities noting the new staff member, Kelly McLintock, is getting acclimated. Steve and Kelly are updating the donor database, performing a budget review for operations, and meeting with stakeholders.
- 4. Ex-Officio – Additional Reports*
 - a. BPL Teen Advisory Board
 - b. Northwest Arkansas Genealogical Society
 - c. Northwest Arkansas Community College
- 5. Public Comments on Agenda Items (Limited Public Forum) – None.

Next Meeting

Wednesday, April 1, 2026 at 5 PM

Adjournment

Michelle Evans moved, and Kimberly Seay seconded, to adjourn the meeting. The meeting adjourned at 5:55 p.m.

Agenda Appendix

BPL Fee and Fine Schedule (2 documents)

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.

*Additional ex-officio reports are provided as business and time allows.

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				