



Board of Trustees

June 15, 2026 4 pm

AGENDA

Regular Meeting – Walker Room

Sallie Overbey, President	Apr 2028	Rob Qualls	Apr 2031
Stan Rodgers, Vice-President	Apr 2027	Bret Park	Apr 2028
Amy Wilbourn, Treasurer	Apr 2027	Carla Davis	Apr 2030
		Hope Bradberry	Apr 2029

Our mission is to strengthen our community and empower our citizens through free and public access to knowledge.

- I. Call to Order
- II. Roll Call
- III. Minutes - approve minutes from April 20, 2026: pages 1-3
- IV. Reports
 - A. Key Upcoming Events: page 4
 - B. Mission Moment
 - C. Library Administration
 1. Management Reports
 - a. Performance Measures: pages 5-6
 - b. Strategic Plan progress: pages 7-10
 2. Financial reports: pages 11-20
 3. Informational
 - a. SRC Kickoff
 - b. Legislation updates
 - c. Strategic project updates
 - d. State aid for public libraries requirements
 - e. AI Committee updates
 - f. 2026 Blair Distinguished Author
 - g. Welcome Desk update
 - h. CFI offices update
 - i. Bee updates
 - j. Budget timeline update
 - k. LifeWorks update: pages 21-22
 - l. HCM software: pages 23-37



Fayetteville Public Library

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- m. Policy changes: pages 38-40
 - n. HR Report
 - D. Media Update
 - E. Fayetteville Public Library Foundation monthly report: pages 47-49
 - F. Friends of the Fayetteville Public Library
 - V. New business
 - A. Discussion items
 - 1. Report from the Nominating Committee: page 50
 - 2. Budget adjustment for grants: pages 51-53
 - 3. Budget adjustment for HVAC: pages 54-56
 - VI. Public Comment
- Adjournment



Board of Trustees

April 20, 2026 4 pm

MINUTES

Regular Meeting – Walker Room

Trustees present: S. Overbey, A. Wilbourn, S. Rodgers, C. Davis, H. Bradberry, B. Park, R. Qualls
Staff: D. Johnson, W. Fitzgibbon, C. Moody, S. Palmer, R. Wilburn, P. Burchett, G. Leding, S. McClure, J. Tuller, K. Lehman, L. Frieden, S. Brown, S. Herrera, M. Hurley, R. Graves, A. Crabtree, S. Raines, B. Lee, N. Burgess, G. Allen, V. McMullen, K. Eaton, G. Clay, K. Tolman-Razo, J. Harris, J. Porras, A. Taylor

Constructive Disruption: C. Fuller-Gregory, J. Hamer

Legal: P. Elmore

Press: G. Burns

Public: M. Scharfenberg

Our mission is to strengthen our community and empower our citizens through free and public access to knowledge.

- I. Call to Order: S. Overbey called the meeting to order at 4:00 pm.
- II. Roll Call
- III. Minutes - approve minutes from February 16, 2026: A. Wilburn moved to approve the minutes. H. Bradberry seconded the motion. All voted AYE.
- IV. Reports
 - A. Introduction to Constructive Disruption: Constructive Disruption will help create a new FPL strategic plan. The project will extend through January 2027. Two members of the team, C. Fuller-Gregory and J. Hamer, met the Board via Zoom.
 - B. Board focus group with Constructive Disruption: Board members were led through the SOAR exercise regarding FPL's future possibilities. SOAR is an acronym for Strengths, Opportunities, Aspirations, and Results.
 - C. Constructive Disruption date confirmation: The multi-Board all-day retreat with Constructive Disruption is September 2, 2026.
 - D. Library Administration
 1. Management Reports
 - a. Performance Measures: Digital checkouts have dropped, mainly due to the cost of digital items.
 2. Financial reports: S. Rodgers reported that unrestricted revenue and expenditures were below planned amounts due to report timing. Property tax revenue is above expected. The City removed \$200,000 from FPL's



budget: half from FPL's book materials budget and half from the technology budget. No operational impacts are expected.

3. Informational

- a. AI Committee: This staff panel will compile a policy for AI use at FPL. A staff survey was sent out to gauge opinion. The ALA has released their working document about AI.
- b. Act 372 update: The Attorney General appealed Judge Brooks's decision and asked for oral arguments. The court honored that request. The plaintiffs will travel to the court when the date is decided.
- c. Aquarium: The Scott Family donated a 235-gallon aquarium to FPL. It stands at the entrance to the Grade School Library. The Scotts donated enough money to cover maintenance fees for several months.
- d. Library Giving Day: Raised \$31,500 with assistance from Board leadership and matching donations.
- e. Reading the Greens: Fundraising did not meet expectations. The goal was increased by 20% and might have priced out some donors.
- f. Employee Engagement Survey: 87 respondents, approval went up 5 points. Key strengths are team dynamics, work environment, FPL's mission, vision, and values, and job satisfaction. Opportunities for growth include a focus on recognition and appreciation for staff and communication, career growth and development, and manager effectiveness.
- g. HR Report: The merit cycle is complete, and any pay increases will be reflected in this month's payroll. There are 116 staff at FPL.

- E. Media Update: There was an increase in FPL google searches. FPL currently boasts 4.83 stars online. Every media channel has grown, and LinkedIn has been tapped for advertising. The local media covers FPL unprompted.
- F. Fayetteville Public Library Foundation monthly report
- G. Friends of the Fayetteville Public Library: Friends gifted \$5,000 toward the Board leadership match on Library Giving Day. The Friends-funded mobile teaching cart has arrived. May 2 is a Friends Book Sale.

V. New business

A. Discussion items

1. Library-Issued Payment Cards updated policy: Updated the policy to reflect current practices and suggested changes from FPL's legal counsel. **H. Bradberry motioned to approve the policy that was distributed earlier today. C. Davis seconded the motion. All voted AYE.**



2. Fee Schedule updated policy: The non-resident fee will be reviewed every three years to evaluate taxes and whether it should be increased. A linked pricing sheet of updated information is included. If there is a price increase of over 20%+ in a calendar year, it will be brought to the Board for review. **B. Park moved to approve. S. Rodgers seconded the motion. All voted AYE.**
 3. Appoint Nominating Committee: S. Overbey, B. Park, and R. Qualls will continue as the Nominating Committee.
 4. Appoint liaison to Foundation Board: H. Bradberry will be the Foundation's liaison.
 5. Appoint liaison to Friends Board: S. Overbey will continue as the Friends liaison.
 6. Appoint liaison to Art Committee: A. Wilbourn will be the Art Committee liaison.
 7. Appoint Board of Trustees Finance Committee: S. Rodgers and H. Bradberry are the Finance Committee. **B. Park moved to accept the nominees for these positions. C. Davis seconded the motion. All voted AYE.**
- VI. Public Comment: Public comment was given.
- VII. Executive Session: **A Wilbourn motioned to go into executive session. C. Davis seconded the motion. All voted AYE.** The executive session began at 5:32 pm. **B. Park motioned to return to regular session. C. Davis seconded. All voted AYE.** The executive session concluded at 5:48 pm. The Board took action on an HR-related issue.
- Adjournment: B. Park motioned to adjourn the meeting. H. Bradberry seconded the motion. All voted AYE. The meeting adjourned at 5:50 pm.



Key Upcoming Events

WILD for Wednesday series

Wednesdays in June & July, 1:30pm

We will have a different family-friendly performer each week who will bring a mix of magic, music, theatre, and fun all summer long! Performances are in our Event Center and large groups are encouraged to attend.

Summer Art Workshops

(Completed Grades K-4)

Monday, June 15 & 29, 1-3pm (drop-in)

Thursday, June 25, 1-3pm (drop-in)

Monday, July 27, 1-3pm (drop-in)

Kids can drop in and work on themed crafts like pasta paleontology, dino art stations, and more! Check our events calendar to see each workshop's theme. Supplies will be provided and adult supervision is required.

LGBTQ+ Resource Fair

Saturday, June 20, 1-4pm (drop-in)

Connect with local organizations providing services and resources for the LGBTQ+ community. Meet groups offering health services, crisis support, social activities, advocacy, and more

Mountain Street Stage series

Sunday, June 21, 2pm

Sunday, July 12 & 19, 2pm

Enjoy live music at the library! This summer's series will include a musical performance from Sean Gaskell and his West African kora (a 21 string harp), virtuoso guitar masterpieces and more from Rupert Wates, and local alternative musicians Peyton Rosell and Tiesha.

WordPlay: Memoir Writing Workshop –

Uncover YOUR Story (Completed Grades 5-11)

Tuesdays in July, 2:30pm

This month-long writing workshop will help students write a memoir, focusing on aspects like journaling and creative ways to share their unique story. At the end of the workshop, participants will be invited to publish some of their work in a literary zine!

Crystal Bridges Mobile Art Lab

Monday, July 6, 1-3pm (drop-in)

The Crystal Bridges Mobile Art Lab will transform the library's Craft Room into a pop-up art studio! Teaching artists will guide hands-on creative activities inspired by the museum's current exhibitions.

Speed Friending

Tuesday, July 16, 6pm

New to the area or looking to make new connections? Join us for a fun, low-pressure way to meet new people! We'll provide conversation starters to keep things flowing.

Adaptive Sports Field Day

Saturday, July 25, 2-4pm (drop-in)

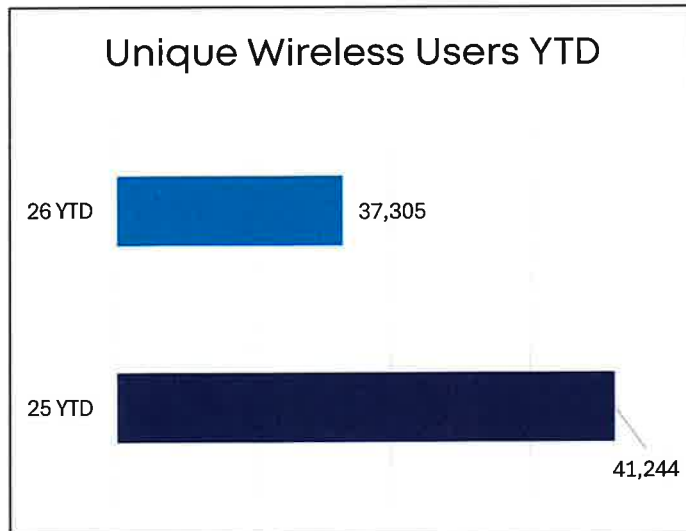
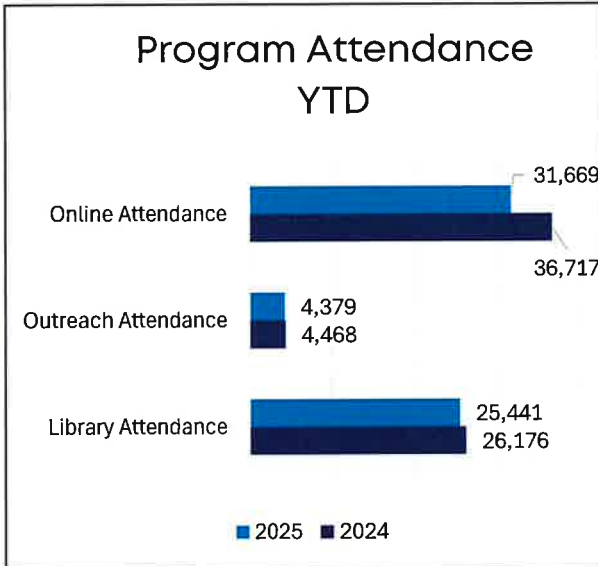
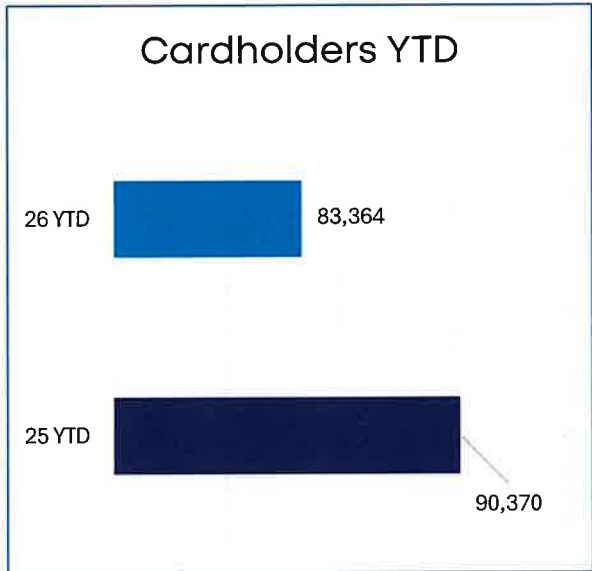
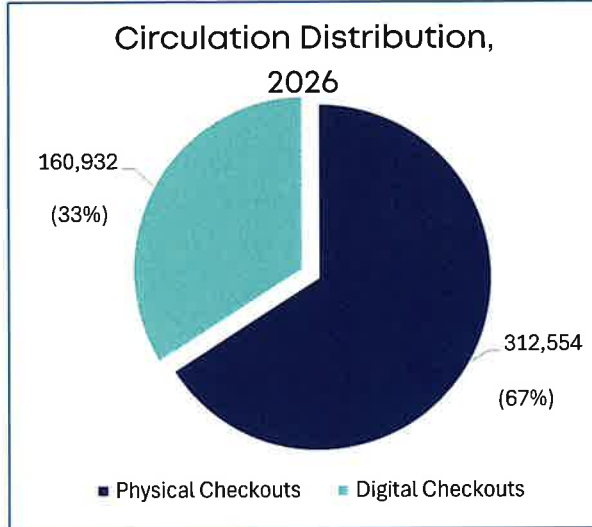
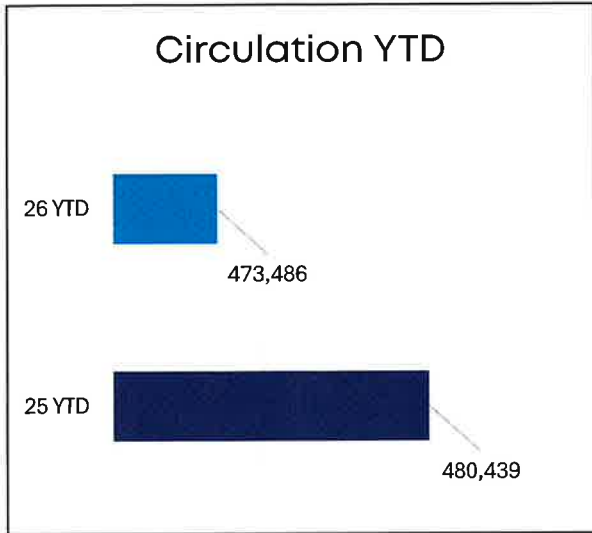
This will be a hands-on opportunity for people to learn about adaptive sports and opportunities for people with physical disabilities to stay active and have fun. Ozark Adaptive Sports Association will bring adaptive sports equipment for attendees to try out, including sports wheelchairs and adaptive bikes.



FPL Performance Report: May 2026

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	26 YTD	25 YTD	CHANGE
Circulation	95,373	88,357	96,857	90,291	102,608	0	0	0	0	0	0	0	473,486	480,439	-1.45%
Physical Checkouts	62,135	59,871	64,917	60,071	65,560	0	0	0	0	0	0	0	312,554	310,515	0.66%
Digital Checkouts	33,238	28,486	31,940	30,220	37,048	0	0	0	0	0	0	0	160,932	169,924	-5.29%
Reference Queries	3,923	4,568	4,586	3,956	3,942	0	0	0	0	0	0	0	20,975	22,750	-7.80%
Total Collection Size	364,342	363,448	362,149	362,657	363,336	0	0	0	0	0	0	0	363,336	360,402	0.81%
Physical Collection	287,375	286,815	285,920	286,064	285,930	0	0	0	0	0	0	0	285,930	283,865	0.73%
Digital Collection	76,967	76,633	76,229	76,593	77,406	0	0	0	0	0	0	0	77,406	76,537	1.14%
Total Items Added	3,208	2,194	3,381	3,027	2,038	0	0	0	0	0	0	0	13,848	14,549	-4.82%
New Card Registrations	1,018	904	851	780	883	0	0	0	0	0	0	0	4,436	4,698	-5.58%
Cardholders	80,775	81,560	81,860	82,536	83,364	0	0	0	0	0	0	0	83,364	90,370	-7.75%
Visits	43,341	54,949	48,932	25,070	24,227	0	0	0	0	0	0	0	196,519	211,498	-7.08%
Library Programs	132	234	221	175	114	0	0	0	0	0	0	0	876	742	18.06%
Library Attendance	2,124	5,172	5,851	5,378	6,916	0	0	0	0	0	0	0	25,441	26,176	-2.81%
Outreach Attendance	670	1,053	633	469	1,554	0	0	0	0	0	0	0	4,379	4,468	-1.99%
Online Views	2,265	8,054	6,452	7,910	6,988	0	0	0	0	0	0	0	31,669	36,717	-13.75%
Meeting Room Usage	149	97	146	112	110	0	0	0	0	0	0	0	614	688	-10.76%
Study Room Usage	976	1,317	1,272	1,370	1,100	0	0	0	0	0	0	0	6,035	5,498	9.77%
Event Center Usage	6	15	11	22	15	0	0	0	0	0	0	0	69	62	11.29%
Teaching Kitchen Usage	22	25	20	19	11	0	0	0	0	0	0	0	97	126	-23.02%
CFI Room/Suite Usage	526	607	685	625	654	0	0	0	0	0	0	0	3,097	2,309	34.13%
Volunteers	415	391	349	349	388	0	0	0	0	0	0	0	388	386	0.52%
Volunteer Hours	1,185	1,030	1,102	1,085	1,131	0	0	0	0	0	0	0	5,533	5,956	-7.10%
Computer Sessions	1,931	2,070	2,197	1,884	1,917	0	0	0	0	0	0	0	9,999	11,537	-13.33%
Holds Filled	4,742	5,141	4,397	4,566	4,524	0	0	0	0	0	0	0	23,370	21,010	11.23%
eFPL Usage	51,519	46,191	98,025	98,149	89,055	0	0	0	0	0	0	0	382,939	237,142	61.48%
Bandwidth Consumed	7,310	10,760	10,490	10,500	8,490	0	0	0	0	0	0	0	47,550	40,010	18.85%
Unique Users	5,886	8,202	7,601	8,161	7,455	0	0	0	0	0	0	0	37,305	41,244	-9.55%

YTD Key Performance Measures





Fayetteville Public Library

Strategic Plan Progress Report April – May 2026

Purpose: We inspire imagination and foster learning.

- I. **Programs & Services:** We offer inspiring and relevant programs and services that engage the community's curiosity, provide opportunities for education and self-improvement, and serve as the gateway to the library by addressing the diverse needs and interests of our community.
 - a. **Programs**
 - i. Continued six weekly story times through mid-May with 80+ people in attendance.
 - ii. Held several Super Saturdays, including “Kids Jazz,” “Arts Live Theatre,” “Artsy Craftsy,” “Fandom Day,” “Marshall Mitchell’s Music,” “The Kinders,” a Hip Hop Showcase with the Walton Arts Center and “Instrument Petting Zoo.” Total attendance across these events was 765.
 - iii. Hosted Youth Artosphere events with the Walton Arts Center such as four performances of “The Boy and the Ball,” an after-school workshop with Wild Birds Unlimited, and the Instrument Petting Zoo event.
 - iv. Included self-directed youth events Black-Out poetry with 55 participants and 120 letters from Mr. Mouse.
 - v. Prepared for Summer Reading Club, summer events and the Summer Reading Kickoff. This included setting up the I-Spy window and hanging summer decorations.
 - vi. Provided teen events: “Teen Cuisine,” “Dungeons and Dragons,” “WordPlay Writers’ Club,” 7-Up orientations for summer, Math Club, an interactive teen movie, and the Teen Advisory Board with its end of year party.
 - vii. Hosted the Summer Reading Kickoff on May 30th. There was a total attendance of 3,000+. This event included a LEGO display, bubble performer, free food, bounce houses, glitter tattoos, characters, helmet giveaway, and a dino-disco room, among other things.
 - viii. Led six monthly book clubs, including one off-site at Flyway Brewing.
 - ix. Hosted Fayetteville Adult Education ESL classes six times each week through April and the first week of May. Weekly Citizenship Classes are hosted by the Fayetteville Adult Education and GED Classes in Spanish are offered weekly through ALCANCE.
 - x. Provided free movement and mindfulness classes by hosting the weekly programs “Yoga @ FPL,” “Yoga Flow with Trailside Graduates” and “Mindfulness Meditation classes.” Monthly events such as “VariYoga Zen with Jen” and “Explorative Dance.” FPL also hosted “Qigong – Through the Seasons” and “Two-Steppin’ Crash Course with Jumpsuit Jamey.”
 - xi. Supplied information through informational programs such as “Food as Medicine,” “Embrace the Journey – What Is an End-of-Life Doula & When Might I Need One,” “Women’s Reproductive & Sexual Health Talks – Contraception, PMDD, STI” and “Endometriosis, PCOS, Painful Intercourse,” “Insights from Psychological Science – How Stress Shapes Decisions and Making Sense of Depression,” “Moment of Witness – Commemorating the Holocaust,” “Considering Home Ownership and Banking Basics- Financial Education with Arvest Bank,” “Ruins of Fayetteville - April 18, 1880 Tornado & April 23, 1880 Post Office Fire,” “Earth Day

Environmental Q&A,” “Seed Swap,” “Chai Time with Ra-Ve Cultural Foundation – AI: The Good, The Bad and Us,” “ServSafe Food Protection Manager Certification,” “Find It, Fund It for Nonprofits,” and “From War to Remembrance - Hope, Humanity, and a War Hero’s Legacy.”

xii. Welcomed several authors: D. L. Williams discussed his book *Carousel Grift*. “Kai Coggin, Inaugural Hot Springs Poet Laureate - In Celebration of National Poetry Month,” “Photopoetography with David Jennings - The Art of Pairing Photography & Poems,” Distinguished Reader S. G. Jones in partnership with the University of Arkansas program for Creative Writing, and C. Gary discussed her book, *Time and Other Solvents*.

xiii. Hosted FPL’s first Writers Weekend, which was very successful; there were 9 different workshops with 100 total attendees on Saturday April 18th. An Open Mic and Blackout Poetry Workshop were held on Sunday.

xiv. Art and entertainment programs included “Museum at the Library’s Art Prints by Maurice Delavier,” “Art Supply Swap,” “Sketching Club with Artist Laura Ramirez,” “Access Art – A Touchable Art Exhibition for Individuals With & Without Vision Loss,” “Pointillism – Paining with Dots,” “DIY Book Journals,” “Paper Bead Making,” “Artist Talk: NWA Ballet Theatre – The Princess and the Pea,” “Sewing Class: Maypole Bag,” “Motherhood & Poetry Workshop,” “Opera in the Ozarks – Season Preview,” “Puzzle Swap,” “*Kiss the Ground* Film Screening,” “SoNA Beyond: Transcending Words,” “Film Screening – *God Said Give ‘Em Drum Machines*,” “K-pop Music Bingo,” “Board Game Exchange,” “SoNA Beyond: Tone Painting,” “Conquer the Kitchen: Cooking En Papillote,” “Reconquista La Cocina: Enfrijoladas,” “Conquer the Kitchen: Charcuterie Boards,” and “Bad Art Night: Ruined Masterpiece.”

xv. Genealogy programs included weekly “Volunteer Genealogy Assistance with DAR Members,” “Genealogy Writing Workshop – Monthly Writing & Critique Group,” “Break Down Genealogy Brick Walls” and “Tales & Traditions.”

II. **Collections:** We will build and support collections that inspire the community with the resources they need to explore topics of personal interest and continue to learn throughout their lives.

a. Satisfy your curiosity

i. Created new pathfinders for Men’s Health, USA 250th Birthday, Dino-mite Fiction, Decoding Dinosaurs and updated Science Fiction, Asian American and Pacific Islander Authors, Constitution Week, Trans and Gender Non-Conforming resources and Psychological Thrillers.

ii. Working on a “Classics” infusion project for Fiction.

III. **Access:** We will build and expand the ease and convenience of the library experience through virtual and physical reach to all in the community, reflecting the FPL welcoming, convening and destination culture.

a. Outreach partnerships

i. Hosted Spring Block Parties with FPL on Wheels, serving Grandview Apartments, Washington Plaza Apartments, and the Betty Jo neighborhood. Staff reached 315 community members, issued 20 new library cards, provided 300 meals, and checked out 54 materials.

ii. Attended Asbell Elementary’s summer bash to promote the Summer Reading Club Kickoff and summer programs. Interacted with 216 attendees and issued 6 library cards.

iii. Attended Economic Opportunity Agency’s Community Resource Fair at the Tyson Complex in Springdale, interacting with 108 attendees and issued 10 library cards.

- iv. Tabled at Cinco de Mayo event, presented by the Hispanic Women's Organization of Arkansas, and teamed up with the CFI to promote their resources and upcoming classes. Interacted with 344 attendees and issued 9 library cards.
- v. Supported Fayetteville's annual Strawberry Festival where we interacted with nearly 600 attendees and issued 27 library cards.
- vi. Led two ESL tours with a total of 43 students attending.
- vii. FPL on Wheels collaborated with the Reference Department to bring a Libby Learning Session to Butterfield Trail Village, interacting with 20 people and issuing 3 library cards.
- viii. Attended the La Pinata S.A.A.M. (Sexual Assault Awareness Month) event, tabling and interacting with 162 attendees and issuing 12 library cards.
- ix. Supported Family Connections Literacy Night with Washington Elementary, interacting with 21 families and issuing 3 library cards. Shared information on Summer Reading Club Kickoff and summer programs.
- x. Served the community through 23 bookmobile stops in April and May, interacting with a combined total of 683 people, checking out 272 materials, and forgave \$127.75 in fines.
- xi. Completed this school year's Reading Roadshow program by providing 200 hardback take-home picture books to each pre-K student participating in the program.

IV. **People:** We create and maintain a culture of excellence by supporting and inspiring our staff, boards, and volunteers.

a. Staff

- i. J. Bradley attended InfoBits in Little Rock hosted by the Arkansas Library Association.

V. **Communication:** We maximize ongoing communication to increase awareness of the library and understanding of its value and impact on the community.

a. Marketing plan

- i. Contracted photography for Writers Weekend and the Summer Reading Kickoff to be used in future marketing.
- ii. Developed and executed a strategic plan survey promotion plan.
- iii. Met with Writers Weekend stakeholders after the event for insight on how to best proceed for next year.

b. Public awareness campaign

- i. Ran banner ads with KNWA for April's Writers Weekend and featured a participating author on the "Off the Shelf" segment on Good Day NWA.
- ii. Issued May Citiscapes advert about Summer Reading.
- iii. Coordinated with KNWA for interviews about the seed library and the "Ruins of Fayetteville" program.
- iv. Appeared on KNWA's Good Day NWA twice in the month of May to promote Summer Reading and the Strategic Planning process.

c. Operationalize brand

- i. Created a color-coded version of the emergency manual for staff.
- ii. Designed schedules, a flyer, and contact exchange cards for Writers Weekend.
- iii. Assembled pathfinder templates in PowerPoint for the Reference staff to replace those used in Publisher.
- iv. Installed new way-finding arrows on each floor that includes a list of corresponding locations.

- v. Created deliverables for Summer at FPL including maps and signs for the Summer Reading Kickoff and youth calendars.
- d. Public relations
 - i. Issued a press release and provided interviews with all 3 local news stations about the return of the bees.
- e. Website
 - i. Linked Ticketbud tickets page with author S. G. Jones' Communico event page.
 - ii. Added faxing and scanning service details to the Copy & Print webpage.

Fayetteville Public Library
CY 2026 Monthly Financial Update
Month Ending May 31, 2026
(Preliminary: Subject to Audit)

Key Financial Snapshot

	Year-to-Date	Budget	Status
Revenue (Unrestricted)	\$4,061,889	\$10,415,091 (annual)	Below plan
Property Tax	\$3,005,879	\$7,117,664 (annual)	Above YTD budget
Expenditures (Unrestricted)	\$4,132,149	\$5,084,876 (YTD)	Below plan

Where We Stand

The library's finances continue to track as expected.

Spending remains below the planned pace, while reported revenue is below budget. The revenue budget includes prior-year funds approved for use and in-kind support that do not represent current-year revenue. Excluding those items, current-year revenue is ahead of plan. At this time, nothing changes our expectations for the year.

Revenue

Year-to-date unrestricted revenue totals \$4.1 million compared with a year-to-date budget of \$4.6 million.

Property tax revenue, the library's largest revenue source, continues to perform well and is above budget year to date, with \$3.0 million received compared with \$2.8 million planned.

The 2026 unrestricted revenue budget includes \$764,000 of prior-year funds approved for use by the Board and \$32,861 in in-kind support from the Foundation. These amounts are included in the budget but do not represent new cash revenue received in 2026. Excluding those items, current-year revenue is ahead of plan.

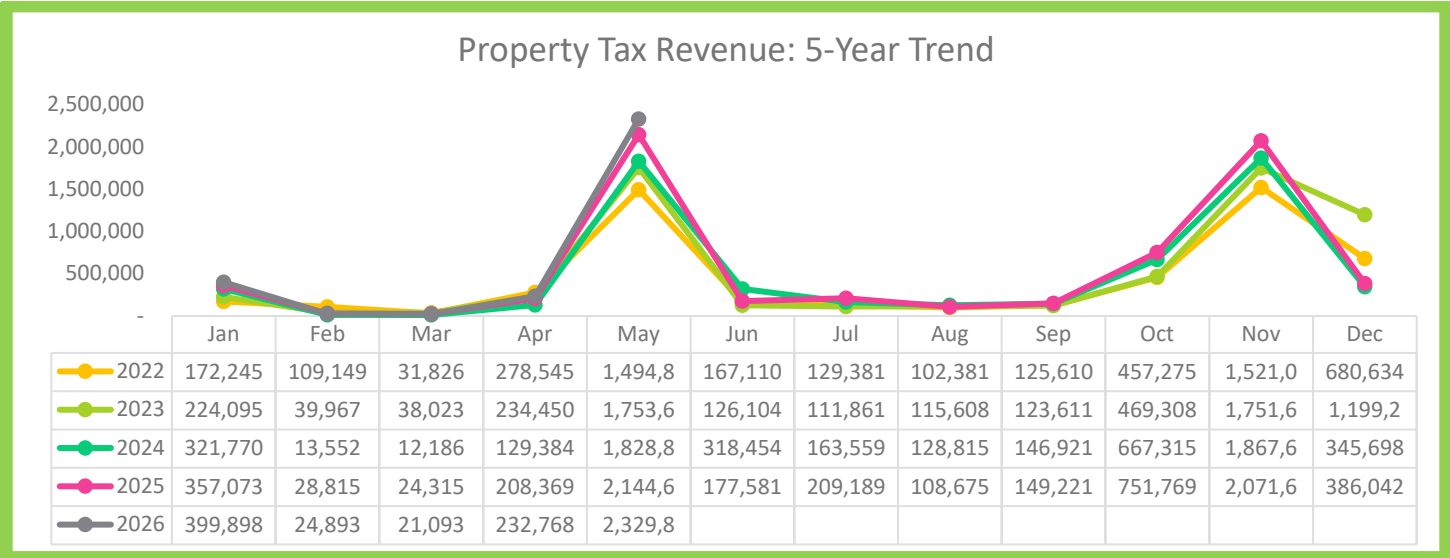
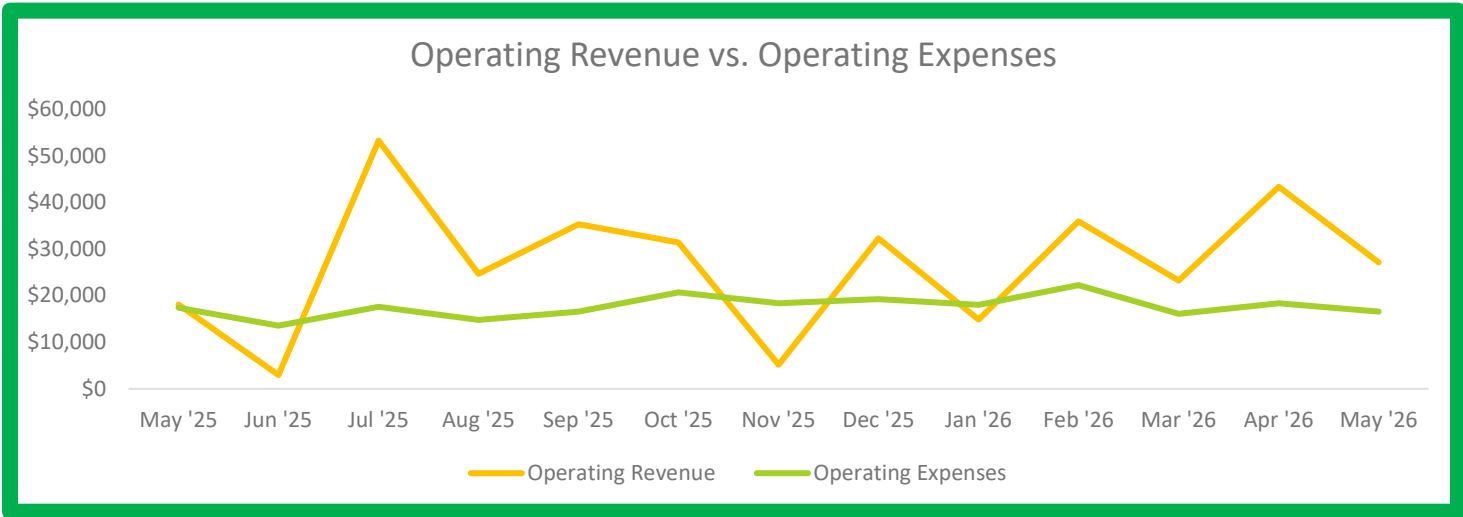
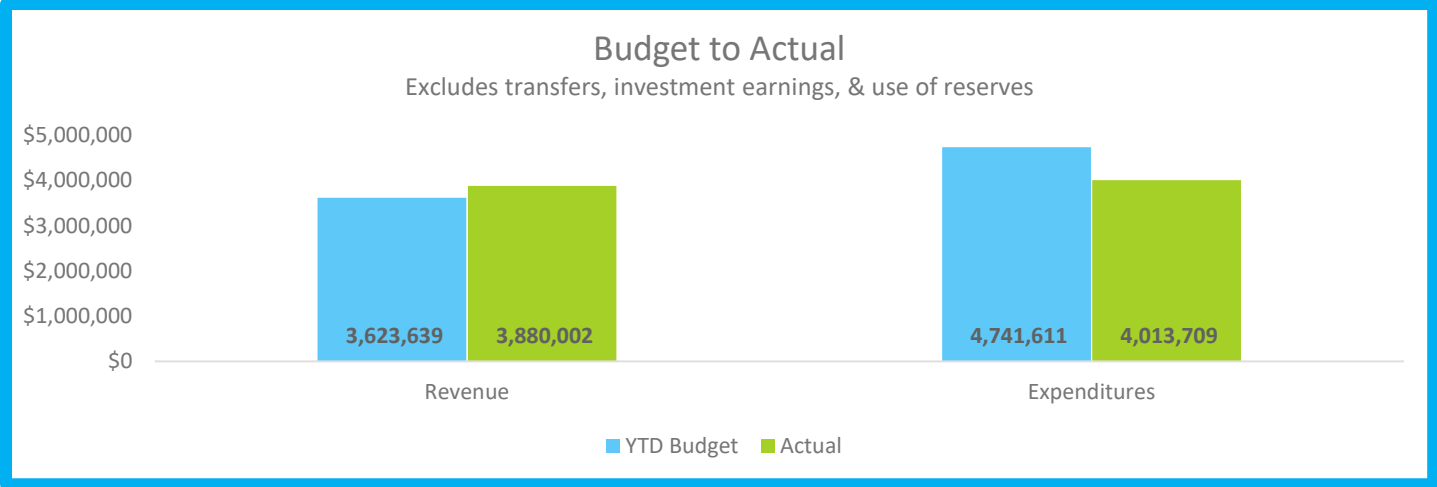
Expenditures

Year-to-date unrestricted expenditures total \$4.1 million compared with a year-to-date budget of \$5.0 million, which is below plan.

Staff pay and benefits remain aligned with the approved staffing plan.

Looking ahead

The City reduced the planned technology funding for the Library this year. These funds are typically used for equipment refreshes, such as laptop upgrades, so there is no impact on current operations. We understand this funding is unlikely to be restored next year, and we will factor that into future budget planning.



Library Operations
Fayetteville Public Library
 Budget to Actual (Unrestricted)
 As of May 31, 2026

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date 05/31/2026	Period Ending 05/31/2026	Month Ending 05/31/2026	05/31/2026	ANNUAL BUDGET	
	Adopted Budget	IN-YEAR BUDGET ADJ	Amended Budget	YTD Budget	YTD ACTUAL	ACTUAL	ENCUMBRANCES	REMAINING BUDGET	% Used/Rec'd
Revenue									
Local Tax Support									
4882 - Ext. Transfer from Washington Co. - Property Tax Rev.	7,117,664.00	0.00	7,117,664.00	2,764,173.00	3,008,478.60	2,329,826.17	0.00	4,109,185	42.3 %
Local Tax Support	<u>7,117,664.00</u>	<u>0.00</u>	<u>7,117,664.00</u>	<u>2,764,173.00</u>	<u>3,008,478.60</u>	<u>2,329,826.17</u>	<u>0.00</u>	<u>4,109,185</u>	<u>42.3 %</u>
City of Fayetteville Transfers									
4880 - Ext. Transfer from City - Operations	1,812,401.00	0.00	1,812,401.00	755,170.00	755,167.10	151,033.42	0.00	1,057,234	41.7 %
City of Fayetteville Transfers	<u>1,812,401.00</u>	<u>0.00</u>	<u>1,812,401.00</u>	<u>755,170.00</u>	<u>755,167.10</u>	<u>151,033.42</u>	<u>0.00</u>	<u>1,057,234</u>	<u>41.7 %</u>
State Aid & Grant Revenue									
4010 - State Library Turnback	135,000.00	0.00	135,000.00	33,750.00	38,033.00	0.00	0.00	96,967	28.2 %
State Aid & Grant Revenue	<u>135,000.00</u>	<u>0.00</u>	<u>135,000.00</u>	<u>33,750.00</u>	<u>38,033.00</u>	<u>0.00</u>	<u>0.00</u>	<u>96,967</u>	<u>28.2 %</u>
Charges for Services									
4201 - Lease Income	50,400.00	22,000.00	72,400.00	31,000.00	31,000.00	5,200.00	0.00	41,400	42.8 %
4202 - Rental Income	22,000.00	(22,000.00)	0.00	0.00	0.00	0.00	0.00	0	0.0 %
4203 - Nontaxable Rental Fees	41,200.00	0.00	41,200.00	12,618.00	9,810.00	1,070.00	0.00	31,390	23.8 %
4205 - Copier & Printer Income	6,000.00	0.00	6,000.00	2,566.00	7,545.41	353.31	0.00	(1,545)	125.8 %
4220 - Merchandise Sales	800.00	0.00	800.00	339.00	103.00	0.00	0.00	697	12.9 %
4225 - Taxable Merchandise Sales	0.00	0.00	0.00	0.00	476.25	79.26	0.00	(476)	0.0 %
4240 - Discounts	0.00	0.00	0.00	0.00	(140.00)	0.00	0.00	140	0.0 %
4302 - Fees	70,000.00	0.00	70,000.00	24,023.00	28,828.77	7,391.46	0.00	41,171	41.2 %
4995 - Cash Over and Short	0.00	0.00	0.00	0.00	(64.99)	0.25	0.00	65	0.0 %
Charges for Services	<u>190,400.00</u>	<u>0.00</u>	<u>190,400.00</u>	<u>70,546.00</u>	<u>77,558.44</u>	<u>14,094.28</u>	<u>0.00</u>	<u>112,842</u>	<u>40.7 %</u>
Contributions & Donations									
4650 - Contributions - Undesignated	0.00	0.00	0.00	0.00	539.35	110.03	0.00	(539)	0.0 %
Contributions & Donations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>539.35</u>	<u>110.03</u>	<u>0.00</u>	<u>(539)</u>	<u>0.0 %</u>
Miscellaneous Revenue									
4992 - Misc. Revenue	0.00	0.00	0.00	0.00	225.32	4.56	0.00	(225)	0.0 %
Miscellaneous Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>225.32</u>	<u>4.56</u>	<u>0.00</u>	<u>(225)</u>	<u>0.0 %</u>
Transfers In									
6010 - Int. Transfer In	270,000.00	0.00	270,000.00	170,000.00	50,000.00	0.00	0.00	220,000	18.5 %

This report reflects only unrestricted funds within Fund 10.

Library Operations
Fayetteville Public Library
 Budget to Actual (Unrestricted)
 As of May 31, 2026

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date	Period Ending	Month Ending	05/31/2026	ANNUAL BUDGET	
	Adopted Budget	IN-YEAR BUDGET ADJ	Amended Budget	YTD Budget	YTD ACTUAL	ACTUAL	ENCUMBRANCES	REMAINING BUDGET	% Used/Rec'd
4899 - Ext. Transfer In	125,626.00	0.00	125,626.00	62,813.00	99,310.00	0.00	0.00	26,316	79.1 %
Transfers In	395,626.00	0.00	395,626.00	232,813.00	149,310.00	0.00	0.00	246,316	37.7 %
Investment Earnings									
Investment Income	0.00	0.00	0.00	0.00	22,576.90	4,122.57	0.00	(22,577)	0.0 %
Total Investment Earnings	0.00	0.00	0.00	0.00	22,576.90	4,122.57	0.00	(22,577)	0.0 %
Use of Reserves	0.00	764,000.00	764,000.00	764,000.00	0.00	0.00	0.00	764,000	0.0 %
Total Revenue	9,651,091.00	764,000.00	10,415,091.00	4,620,452.00	4,051,888.71	2,499,191.03	0.00	6,363,202	38.9 %

Expenditures

Personnel Services

Salary & Wages

5100 - Salaries	2,509,933.00	0.00	2,509,933.00	1,031,456.00	1,060,450.98	205,984.71	0.00	1,449,482	42.3 %
5102 - Hourly Wages	2,645,836.00	0.00	2,645,836.00	1,087,302.00	858,088.93	178,826.04	0.00	1,787,747	32.4 %
5103 - Overtime	0.00	0.00	0.00	0.00	14,064.79	3,480.82	0.00	(14,065)	0.0 %
5105 - Vacation Pay	0.00	0.00	0.00	0.00	99,721.62	33,082.97	0.00	(99,722)	0.0 %
5106 - Sick Pay	0.00	0.00	0.00	0.00	49,775.68	13,402.31	0.00	(49,776)	0.0 %
5112 - Holiday Pay	0.00	0.00	0.00	0.00	60,759.58	2,014.96	0.00	(60,760)	0.0 %
5113 - Social Security Taxes	394,419.00	0.00	394,419.00	162,084.00	155,708.88	31,681.89	0.00	238,710	39.5 %
5115 - Unemployment	7,264.00	0.00	7,264.00	7,264.00	3,105.75	154.95	0.00	4,158	42.8 %
5116 - Workers Compensation	45,000.00	0.00	45,000.00	45,000.00	26,501.32	0.00	0.00	18,499	58.9 %
Total Salary & Wages	5,602,452.00	0.00	5,602,452.00	2,333,106.00	2,328,177.53	468,628.65	0.00	3,274,274	41.6 %

Employee Benefits

5110 - Salary Contingency	115,522.00	0.00	115,522.00	14,441.00	0.00	0.00	0.00	115,522	0.0 %
5120 - Health Insurance	454,174.00	0.00	454,174.00	189,245.00	164,490.39	32,987.39	0.00	289,684	36.2 %
5121 - Health Savings Account	85,335.00	0.00	85,335.00	35,565.00	31,535.85	6,332.25	0.00	53,799	37.0 %
5122 - Life Insurance	18,497.00	0.00	18,497.00	7,610.00	7,408.24	1,524.41	0.00	11,089	40.1 %
5135 - Retirement Saving Plan	433,133.00	0.00	433,133.00	177,997.00	169,142.64	34,811.92	0.00	263,990	39.1 %
Employee Benefits	1,106,661.00	0.00	1,106,661.00	424,858.00	372,577.12	75,655.97	0.00	734,084	33.7 %
Total Personnel Services	6,709,113.00	0.00	6,709,113.00	2,757,964.00	2,700,754.65	544,284.62	0.00	4,008,358	40.3 %

Library Operations
Fayetteville Public Library
 Budget to Actual (Unrestricted)
 As of May 31, 2026

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date 05/31/2026	Period Ending 05/31/2026	Month Ending 05/31/2026	05/31/2026	ANNUAL BUDGET	
	Adopted Budget	IN-YEAR BUDGET ADJ	Amended Budget	YTD Budget	YTD ACTUAL	ACTUAL	ENCUMBRANCES	REMAINING BUDGET	% Used/Rec'd
Materials & Supplies									
5200 - Office Supplies & Printing	89,986.00	0.00	89,986.00	44,837.00	23,467.41	4,967.36	0.00	66,519	26.1 %
5201 - Small Tools & Equipment	25,000.00	0.00	25,000.00	11,100.00	2,485.32	964.70	0.00	22,515	9.9 %
5203 - Medical Supplies	2,025.00	0.00	2,025.00	1,300.00	14.26	0.00	0.00	2,011	0.7 %
5210 - Food & Catering for Events	5,350.00	0.00	5,350.00	1,019.00	1,059.30	762.08	0.00	4,291	19.8 %
5218 - Cleaning Supplies	60,050.00	0.00	60,050.00	25,000.00	27,984.48	2,386.42	0.00	32,066	46.6 %
5220 - Tech Supplies	21,700.00	0.00	21,700.00	9,000.00	11,732.74	1,323.80	0.00	9,967	54.1 %
5224 - Landscape Materials	11,400.00	0.00	11,400.00	4,800.00	0.00	0.00	0.00	11,400	0.0 %
5226 - Merchandise for Resale	1,300.00	0.00	1,300.00	1,200.00	1,426.75	0.00	0.00	(127)	109.8 %
5230 - Computer Hardware Supplies	53,000.00	0.00	53,000.00	21,250.00	28,306.42	8,303.60	0.00	24,694	53.4 %
5235 - Signage	6,805.00	0.00	6,805.00	3,020.00	7,607.61	249.18	0.00	(803)	111.8 %
5250 - On-line Database	1,000.00	0.00	1,000.00	1,000.00	1,500.00	0.00	0.00	(500)	150.0 %
5251 - Programming Materials & Supplies	88,872.00	0.00	88,872.00	55,152.00	48,026.19	13,245.64	0.00	40,846	54.0 %
5252 - Repair Parts & Damaged Repairs	1,500.00	0.00	1,500.00	600.00	239.66	0.00	0.00	1,260	16.0 %
5255 - Circulating Equipment	200.00	0.00	200.00	0.00	228.58	36.96	0.00	(29)	114.3 %
5260 - Print Books	33,750.00	0.00	33,750.00	14,062.00	0.00	0.00	0.00	33,750	0.0 %
5265 - E-Book	63,360.00	44,000.00	107,360.00	26,400.00	0.00	0.00	0.00	107,360	0.0 %
5900 - Miscellaneous Expense	0.00	0.00	0.00	0.00	119.90	(24.90)	0.00	(120)	0.0 %
Materials & Supplies	465,298.00	44,000.00	509,298.00	219,740.00	154,198.62	32,214.84	0.00	355,099	30.3 %
Services & Charges									
5301 - Advertisement	10,191.00	0.00	10,191.00	4,530.00	5,843.17	1,089.00	0.00	4,348	57.3 %
5303 - Subscriptions, Publications and Dues	107,476.00	(50,000.00)	57,476.00	45,221.00	25,315.81	3,471.52	0.00	32,160	44.0 %
5304 - Licenses & Permits	600.00	0.00	600.00	600.00	0.00	0.00	0.00	600	0.0 %
5305 - Postage	20,000.00	0.00	20,000.00	8,331.00	72.42	0.00	0.00	19,928	0.4 %
5350 - Programming Services	172,170.00	0.00	172,170.00	144,020.00	33,999.90	9,761.29	0.00	138,170	19.7 %
5358 - Hospitality	1,400.00	0.00	1,400.00	500.00	277.79	277.79	0.00	1,122	19.8 %
5360 - Mileage Reimbursement	5,692.00	0.00	5,692.00	2,292.00	100.27	0.00	0.00	5,592	1.8 %
5361 - Training & Development	70,911.00	0.00	70,911.00	28,142.00	22,631.42	337.11	0.00	48,280	31.9 %
5362 - Travel	71,904.00	0.00	71,904.00	36,675.00	26,842.59	4,770.25	0.00	45,061	37.3 %
5375 - Employee Recognition	37,842.00	0.00	37,842.00	8,925.00	9,041.34	2,572.19	0.00	28,801	23.9 %
5385 - Board & Volunteer Recognition	4,000.00	0.00	4,000.00	500.00	654.71	0.00	0.00	3,345	16.4 %
5390 - Uniform Expense	14,400.00	0.00	14,400.00	6,000.00	7,316.93	1,017.11	0.00	7,083	50.8 %
5424 - Equipment Lease/Rental	7,000.00	0.00	7,000.00	2,081.00	2,958.72	985.89	0.00	4,041	42.3 %
5421 - Insurance - Building	200,000.00	(6,800.00)	193,200.00	193,200.00	135,242.41	0.00	0.00	57,958	70.0 %
5422 - Insurance - Liability	17,810.00	0.00	17,810.00	710.00	3,154.25	0.00	0.00	14,656	17.7 %
5423 - Other Rental	19,200.00	0.00	19,200.00	8,000.00	13,201.15	2,145.00	0.00	5,999	68.8 %

This report reflects only unrestricted funds within Fund 10.

Library Operations
Fayetteville Public Library
 Budget to Actual (Unrestricted)
 As of May 31, 2026

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date 05/31/2026	Period Ending 05/31/2026	Month Ending 05/31/2026	05/31/2026	ANNUAL BUDGET	
	Adopted Budget	IN-YEAR BUDGET ADJ	Amended Budget	YTD Budget	YTD ACTUAL	ACTUAL	ENCUMBRANCES	REMAINING BUDGET	% Used/Rec'd
5394 - Admin & Management Fees	32,000.00	0.00	32,000.00	8,000.00	14,772.11	7,520.99	0.00	17,228	46.2 %
5395 - Bank Service Charges	25,000.00	0.00	25,000.00	10,420.00	10,515.20	1,926.58	0.00	14,485	42.1 %
5500 - Property Tax Expense	0.00	0.00	0.00	0.00	906.63	0.00	0.00	(907)	0.0 %
5905 - Operating Contingency	70,000.00	49,100.00	119,100.00	150,000.00	0.00	0.00	0.00	119,100	0.0 %
Total Services & Charges	887,596.00	(7,700.00)	879,896.00	658,147.00	312,846.82	35,874.72	0.00	567,049	35.6 %
5340 - Audit	56,000.00	0.00	56,000.00	50,815.00	34,000.00	12,000.00	19,000.00	3,000	94.6 %
5341 - Legal	17,550.00	0.00	17,550.00	7,313.00	9,097.50	0.00	0.00	8,453	51.8 %
5344 - Contract Services	398,250.00	134,137.00	532,387.00	372,632.00	109,944.77	42,164.51	125,116.27	297,326	44.2 %
Purchased Professional and Technical Services	471,800.00	134,137.00	605,937.00	430,760.00	153,042.27	54,164.51	144,116.27	308,778	49.0 %
5310 - Telecommunications	36,360.00	0.00	36,360.00	15,150.00	9,974.97	830.63	0.00	26,385	27.4 %
5312 - Natural Gas	35,000.00	0.00	35,000.00	23,500.00	27,989.56	1,345.31	0.00	7,010	80.0 %
5314 - Electricity	286,000.00	0.00	286,000.00	106,000.00	83,222.78	18,441.86	0.00	202,777	29.1 %
5316 - Municipal Water	27,600.00	0.00	27,600.00	11,500.00	9,092.98	1,852.50	0.00	18,507	32.9 %
Utilities	384,960.00	0.00	384,960.00	156,150.00	130,280.29	22,470.30	0.00	254,680	33.8 %
Services & Charges	1,744,356.00	126,437.00	1,870,793.00	1,245,057.00	596,169.38	112,509.53	144,116.27	1,130,507	39.6 %
Maintenance									
5401 - Building Maintenance	63,600.00	0.00	63,600.00	26,500.00	37,189.58	5,213.01	0.00	26,410	58.5 %
5405 - Landscape Maintenance	10,000.00	0.00	10,000.00	4,500.00	225.00	0.00	0.00	9,775	2.2 %
5410 - Equipment Maintenance	66,778.00	0.00	66,778.00	49,139.00	25,696.78	5,289.55	0.00	41,081	38.5 %
Maintenance	140,378.00	0.00	140,378.00	80,139.00	63,111.36	10,502.56	0.00	77,267	45.0 %
Transfers Out									
6020 - Int. Transfer Out	0.00	577,730.00	577,730.00	288,865.00	288,865.00	288,865.00	0.00	288,865	50.0 %
Transfers Out	0.00	577,730.00	577,730.00	288,865.00	288,865.00	288,865.00	0.00	288,865	50.0 %
Capital Outlay	587,047.00	15,833.00	602,880.00	438,711.00	329,049.57	30,897.41	26,308.68	247,522	58.9 %
Total Expenditures	9,646,192.00	764,000.00	10,410,192.00	5,030,476.00	4,132,148.58	1,019,273.96	170,424.95	6,107,618	41.3 %
Change in Net Assets	4,899.00	0.00	4,899.00	(410,024.00)	(80,259.87)	1,479,917.07	(170,424.95)	255,584	(5,117.1) %

Library
Fayetteville Public Library
 Summarized Budget to Actual
 As of May 31, 2026

Preliminary: Subject to Audit

	Year Ending	10--Library	15--Expansion -	20--Long Term -	30--Facility Reserve	40--Furniture &	50--Technology	70--Bond Debt	85--Events	All Funds	Year To Date
	12/31/2026	Operations	Operations	Reserve		Equipment Reserve	Equipment Reserve	Service Fund			Remaining Budget
	Amended Budget	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	Includes Encumbrance
Revenue											
Local Tax Support	11,057,977.00	3,008,478.60	0.00	0.00	0.00	0.00	0.00	1,444,067.56	0.00	4,452,546.16	6,605,430.84
City of Fayetteville Transfers	2,412,401.00	963,500.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	963,500.44	1,448,900.56
State Aid & Grant Revenue	151,500.00	85,590.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85,590.45	65,909.55
Charges for Services	503,220.00	77,558.44	0.00	0.00	0.00	0.00	0.00	0.00	144,645.00	222,203.44	281,016.56
Contributions & Donations	2,461.55	12,000.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.90	(9,539.35)
Miscellaneous Revenue	0.00	225.32	0.00	0.00	0.00	0.00	0.00	0.00	4.79	230.11	(230.11)
Transfers In	1,073,356.00	149,310.00	0.00	0.00	150,000.00	0.00	138,865.00	0.00	0.00	438,175.00	635,181.00
Investment Earnings											
Investment Income	0.00	22,576.90	8,284.16	21,919.17	9,756.74	4,536.34	6,665.14	0.00	1,101.74	74,840.19	(74,840.19)
Gain/Loss - Unrealized	0.00	0.00	0.00	(15,031.18)	(6,446.31)	(3,310.85)	(4,444.06)	0.00	0.00	(29,232.40)	29,232.40
Investment Management Fees & Expenses	0.00	0.00	0.00	(2,313.00)	(1,087.00)	(548.00)	(793.00)	0.00	0.00	(4,741.00)	4,741.00
Total Investment Earnings	0.00	22,576.90	8,284.16	4,574.99	2,223.43	677.49	1,428.08	0.00	1,101.74	40,866.79	(40,866.79)
Use of Reserves	1,271,313.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,271,313.35
Total Revenue	16,472,228.90	4,319,241.05	8,284.16	4,574.99	152,223.43	677.49	140,293.08	1,444,067.56	145,751.53	6,215,113.29	10,257,115.61
Expenditures											
Personnel Services											
Salary & Wages	5,881,635.72	2,385,432.86	0.00	0.00	0.00	0.00	0.00	0.00	69,729.12	2,455,161.98	3,426,473.74
Employee Benefits	1,140,723.00	385,433.89	0.00	0.00	0.00	0.00	0.00	0.00	14,097.32	399,531.21	741,191.79
Total Personnel Services	7,022,358.72	2,770,866.75	0.00	0.00	0.00	0.00	0.00	0.00	83,826.44	2,854,693.19	4,167,665.53
Materials & Supplies	1,332,107.22	511,465.84	0.00	0.00	0.00	0.00	0.00	0.00	32.93	511,498.77	820,608.45
Services & Charges	1,928,827.00	623,754.55	0.00	0.00	0.00	0.00	0.00	0.00	7,533.10	631,287.65	1,153,694.55
Maintenance	146,878.00	67,280.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67,280.15	79,597.85
Transfers Out	4,888,043.00	288,865.00	50,000.00	0.00	0.00	0.00	0.00	1,444,067.56	0.00	1,782,932.56	3,105,110.44
Capital Outlay	1,059,478.07	348,913.88	0.00	0.00	14,725.00	0.00	105,298.82	0.00	16,753.77	485,691.47	504,389.01
Total Expenditures	16,377,692.01	4,611,146.17	50,000.00	0.00	14,725.00	0.00	105,298.82	1,444,067.56	108,146.24	6,333,383.79	9,831,065.83
Change in Net Assets	94,536.89	(291,905.12)	(41,715.84)	4,574.99	137,498.43	677.49	34,994.26	0.00	37,605.29	(118,270.50)	426,049.78

Filter tab and prompt selections:

As of date: 05/31/2026 ; Department: All; Include subdimensions: Off; Hide inactives: Off ; Fund: Library; Include subdimensions: Off; Hide inactives: Off ; Client or Donor: All; Include subdimensions: Off ; Client or Donor type: All; Include subdimensions: Off ; Vendor: All; Include subdimensions: Off ; Vendor type: All; Include subdimensions: Off ; Employee: All; Include subdimensions: Off ; Employee type: All; Include subdimensions: Off ; Item: All ; Product line: All; Include subdimensions: Off ; Restriction: All; Include subdimensions: Off ; Project: All; Include subdimensions: Off ; Project type: All; Include subdimensions: Off ;

Library Balance Sheet Fayetteville Public Library

Preliminary: Subject to Audit

	10--Library Operations Month Ending 05/31/2026	15--Expansion - Operations Month Ending 05/31/2026	20--Long Term - Reserve Month Ending 05/31/2026	30--Facility Reserve Month Ending 05/31/2026	40--Furniture & Equipment Reserve Month Ending 05/31/2026	50--Technology Equipment Reserve Month Ending 05/31/2026	60--Capital Construction Fund Month Ending 05/31/2026	70--Bond Debt Service Fund Month Ending 05/31/2026	85--Events Month Ending 05/31/2026	All Funds Month Ending 05/31/2026
Assets										
Cash & Investments										
1000 - Undeposited Funds	1,145	0	0	0	0	0	0	0	0	1,145
1003 - Petty Cash	1,189	0	0	0	0	0	0	0	0	1,189
1009 - Bank of Fayetteville - FPL	76,722	0	0	0	0	0	0	0	(274)	76,448
1020 - Arvest - Library Operations	531,223	0	0	0	0	0	0	0	0	531,222
1025 - Arvest - Events	0	0	0	0	0	0	0	0	194,796	194,797
1030 - First Security - FPL	510,783	0	0	0	0	0	0	0	0	510,783
1100 - Schwab FPL - Operating	1,986,458	0	0	0	0	0	0	0	0	1,986,457
1105 - Schwab FPL - Expansion O&M	0	633,541	0	0	0	0	0	0	0	633,542
1110 - Schwab FPL - Long Term	0	0	1,854,336	0	0	0	0	0	0	1,854,336
1115 - Schwab FPL - Facilities Replacement	0	0	0	1,018,812	0	0	0	0	0	1,018,812
1120 - Schwab FPL - Furniture & Equip.	0	0	0	0	438,318	0	0	0	0	438,318
1125 - Schwab FPL - Technology	0	0	0	0	0	752,151	0	0	0	752,151
1130 - Schwab FPL - Expansion Capital	0	0	0	0	0	0	4	0	0	5
Total Cash & Investment	3,107,520	633,541	1,854,336	1,018,812	438,318	752,151	4	0	194,522	7,999,205
Receivables										
1200 - Claims Pending	18	0	0	0	0	0	0	0	0	19
1240 - Accounts Receivable	6,128	0	0	0	0	0	0	0	24,645	30,772
1243 - Grants Receivable	8,023	0	0	0	0	0	0	0	0	8,023
1265 - Sales Tax Rebate Receivable	941	0	0	0	0	574	0	0	0	1,515
1270 - Due From Other Funds	354,721	0	76,241	30	0	126,797	0	0	49	557,837
1271 - Due From Other Governments (Property Tax & Debt Service)	7,556,175	0	0	0	0	0	0	3,626,964	0	11,183,139
1275 - 10 Due From 91	326,351	0	0	0	0	0	0	0	0	326,352
1281 - 10 Due From 85	473,789	0	0	0	0	0	0	0	0	473,788
1282 - 85 Due From 10	0	0	0	0	0	0	0	0	644,600	644,600
1400 - Interfund	(1,232,239)	3,899,883	(1,115,400)	3,787	43,381	365,372	(192,504)	(1,772,280)	0	0
Total Receivables	7,493,907	3,899,883	(1,039,159)	3,817	43,381	492,743	(192,504)	1,854,684	669,294	13,226,045
Prepaid Expenses										
1500 - Prepaid Expenses	86,098	0	0	0	0	0	0	0	0	86,098
Prepaid Expenses	86,098	0	0	0	0	0	0	0	0	86,098
Fixed Assets										
Depreciable Assets										
1801 - Building	22,132,023	0	0	0	0	0	0	0	0	22,132,023
1802 - Vehicles	91,190	0	0	0	0	0	0	0	0	91,190
1805 - Software	179,736	0	0	0	0	0	0	0	0	179,737
1811 - Books & Publications	2,636,386	0	0	0	0	0	0	0	0	2,636,385
1813 - Equipment	3,876,065	0	0	0	0	0	0	0	0	3,876,066
1815 - Furniture & Fixtures	263,428	0	0	0	0	0	0	0	60,680	324,108
1890 - Construction In Progress (CIP)	15,048	0	0	3,140	0	0	0	0	0	18,188
1999 - Accumulated Depreciation	(12,761,037)	0	0	0	0	0	0	0	(29,618)	(12,790,655)
Total Depreciable Assets	16,432,839	0	0	3,140	0	0	0	0	31,062	16,467,042
Non Depreciable Assets	1,605,676	0	0	0	0	0	0	0	0	1,605,676
Total Fixed Assets, Net	18,038,515	0	0	3,140	0	0	0	0	31,062	18,072,718
Total Assets	\$ 28,726,040	\$ 4,533,424	\$ 815,177	\$ 1,025,769	\$ 481,699	\$ 1,244,894	\$ (192,500)	\$ 1,854,684	\$ 894,878	\$ 39,384,066

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Liabilities and Fund Balances										
Liabilities										
Accounts Payable										
2001 - Accounts Payable	144,919	0	0	0	0	0	0	0	0	144,919
2004 - Friends of FPL Pass through	2,360	0	0	0	0	0	0	0	0	2,360
2005 - FDN Designated Pass Through to FPL	(100,439)	0	0	0	0	0	0	0	0	(100,439)
2099 - AR State Library Scholarship Pass Through	793	0	0	0	0	0	0	0	0	793
2415 - Security Deposits	6,200	0	0	0	0	0	0	22,978	0	29,178
2414 - Convenience Fee	38	0	0	0	0	0	0	0	0	37
2020 - Accrued Accounts Payable	104,177	0	0	0	0	0	0	0	0	104,178
Total Accounts Payable	158,048	0	0	0	0	0	0	0	22,978	181,026
Salaries & Benefits Payable										
2125 - Accrued Salaries & Wages	113,834	0	0	0	0	0	0	0	3,277	117,111
2130 - Voluntary Vision Insurance	998	0	0	0	0	0	0	0	0	999
2140 - Voluntary Life, STD & AD&D	1,834	0	0	0	0	0	0	0	0	1,833
2145 - Accrued Vacation	292,617	0	0	0	0	0	0	3,486	0	296,104
2147 - Voluntary Supp Ins - Cancer	74	0	0	0	0	0	0	0	0	73
2148 - Voluntary Supp Ins - AC, CR, HI	269	0	0	0	0	0	0	0	0	269
2149 - Voluntary Supp Ins - Will	84	0	0	0	0	0	0	0	0	84
2150 - Retirement Contributions	67,799	0	0	0	0	0	0	0	0	67,799
2155 - Voluntary Dental Insurance	2,322	0	0	0	0	0	0	0	0	2,322
2160 - Accrued Sick Time	150,978	0	0	0	0	0	0	1,538	0	152,516
2165 - FICA Payable	0	0	0	0	0	0	0	0	0	0
2170 - Medicare Payable	0	0	0	0	0	0	0	0	0	0
2175 - Health Insurance Liability	13,267	0	0	0	0	0	0	0	0	13,267
2183 - State Unemployment	(16)	0	0	0	0	0	0	0	0	(16)
2187 - Health Savings Account Liability	(90)	0	0	0	0	0	0	0	0	(90)
2196 - Caring Committee	(62)	0	0	0	0	0	0	0	0	(62)
2197 - Healthy Habits	3,176	0	0	0	0	0	0	0	0	3,176
2198 - Annual Fund Liability	30	0	0	0	0	0	0	0	0	30
Total Salaries & Benefits Payable	647,114	0	0	0	0	0	0	0	8,301	655,415
Other Payables										
2057 - Sales Tax	294	0	0	0	0	0	0	0	5	299
2025 - Accrued Sales Tax Payable	937	0	0	0	0	0	0	0	0	937
2061 - Short Term Tax	0	0	0	0	0	0	0	0	1	1
Total Other Payables	1,231	0	0	0	0	0	0	0	6	1,237
Deferred Revenue										
2410 - Deferred Revenue	496,045	0	0	0	0	0	0	0	28,950	524,995
Total Deferred Revenue	496,045	0	0	0	0	0	0	0	28,950	524,995
Due to Other Funds										

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Due to Foundation	5,823	0	0	0	0	0	0	0	0	5,823
Due to Library	0	0	0	0	0	0	0	0	473,789	473,788
Due to Others	203,067	0	0	83,242	0	193,900	77,580	0	0	557,789
Internal Due To	644,600	0	0	0	0	0	0	0	0	644,600
Total Due to Other Funds	<u>853,490</u>	<u>0</u>	<u>0</u>	<u>83,242</u>	<u>0</u>	<u>193,900</u>	<u>77,580</u>	<u>0</u>	<u>473,789</u>	<u>1,682,000</u>
Total Liabilities	<u>2,155,928</u>	<u>0</u>	<u>0</u>	<u>83,242</u>	<u>0</u>	<u>193,900</u>	<u>77,580</u>	<u>0</u>	<u>534,024</u>	<u>3,044,673</u>
Fund Balance	<u>26,570,112</u>	<u>4,533,424</u>	<u>815,177</u>	<u>942,527</u>	<u>481,699</u>	<u>1,050,994</u>	<u>(270,080)</u>	<u>1,854,684</u>	<u>360,854</u>	<u>36,339,393</u>
Total Liabilities and Fund Balances	<u>\$ 28,726,040</u>	<u>\$ 4,533,424</u>	<u>\$ 815,177</u>	<u>\$ 1,025,769</u>	<u>\$ 481,699</u>	<u>\$ 1,244,894</u>	<u>\$ (192,500)</u>	<u>\$ 1,854,684</u>	<u>\$ 894,878</u>	<u>\$ 39,384,066</u>



MEMO

TO: Fayetteville Public Library Board of Trustees
FROM: David Johnson, Executive Director
DATE: June 15, 2026
Subject: LifeWork Leadership Foundations Program Update

Background

Fayetteville Public Library recently introduced the Library's updated values and behavior statements to staff as part of the ongoing effort to strengthen organizational culture and create shared expectations for how staff serve patrons, work with one another, and support the Library's mission.

As the next step in this work, the Library will partner with LifeWork Talent Consulting to provide leadership development for assistant managers, managers, and directors. LifeWork previously supported the working session that helped develop the Library's updated values and behavior statements.

Discussion

The LifeWork Leadership Foundations program is designed to help managers better understand, model, and reinforce the Library's values and behaviors in day-to-day work. The program will also support the Library's broader effort to improve performance management by helping managers strengthen foundational leadership skills related to communication, feedback, difficult conversations, emotional intelligence, coaching, and change management.

The program will include three full-day onsite sessions from August through October 2026. The sessions will focus on:

- confident conversations, including communication, feedback, difficult interactions, and expectations connected to the values and behaviors;
- working across differences, including emotional intelligence, multi-generational workforce awareness, and inquiry-led coaching; and
- thriving through change, including the brain science of change, growth mindset, and strategies for navigating staff resistance.



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LifeWork will customize the sessions to reinforce the Library's newly developed values and behavior statements and help managers connect leadership practices to behavior change within their teams. The program will also include take-away resources, facilitated discussions, roleplay, customized scenarios, and follow-up debrief calls with FPL after each session. This work is intended to help move the values and behavior statements from awareness to consistent practice by equipping managers with tools to reinforce expectations, support staff, and strengthen workplace culture over time.

This memo is provided for informational purposes only. No Board action is required.



MEMO

TO: Fayetteville Public Library Board of Trustees
FROM: David Johnson, Executive Director
DATE: June 15, 2026
Subject: Human Capital Management (HCM) Software Replacement Project Update

Background

The Library currently utilizes a cloud-based Human Capital Management (HCM) system to support payroll, human resources, recruiting, onboarding, performance management, learning management, time and attendance, and employee self-service functions.

Over the past several years, staff have experienced ongoing challenges related to system usability, reporting, payroll transparency, support consistency, process efficiency, and overall confidence in certain system functions. As these challenges have persisted, concerns regarding operational efficiency, reporting capabilities, internal controls, and long-term system reliability have increased, accelerating the need to evaluate alternative solutions.

Discussion

Staff issued a Request for Proposals (RFP) on June 8, 2026, for a cloud-based Human Capital Management solution and implementation services. The Library is seeking a comprehensive solution that supports human resources, payroll, time and attendance, recruiting, onboarding, performance management, learning management, reporting, and employee and manager self-service functions.

The evaluation process will focus on functionality, payroll accuracy, auditability, reporting capabilities, implementation support, customer service, security, internal controls, and overall user experience.

The current project timeline anticipates:

- RFP issuance in June 2026
- Proposal review in July 2026
- Vendor demonstrations in July and August 2026
- Vendor selection in August 2026
- Implementation beginning in Fall 2026



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Staff will evaluate proposals, conduct vendor demonstrations, and complete a structured review process to identify the solution that best meets the Library's needs. A vendor recommendation and contract authorization request will be presented to the Board following completion of the evaluation process.

This memo is provided for informational purposes only. No Board action is required.



Request for Proposal Human Capital Management System Fayetteville Public Library

1. Introduction

Fayetteville Public Library is seeking proposals from qualified vendors to provide a comprehensive Human Capital Management (HCM) system to support HR, payroll, time and attendance, recruiting, onboarding, performance management, learning management, scheduling, reporting, and related workforce functions.

The Library is seeking a modern, user-friendly system that improves payroll reliability, transparency, reporting, workflow efficiency, manager accountability, employee experience, and organizational decision-making.

The Library is seeking a long-term partner that can provide a strong implementation experience, ongoing support, robust reporting capabilities, strong controls, and intuitive tools for employees, managers, HR, payroll, and leadership.

The Library is seeking a solution that balances strong functionality with usability and operational practicality.

2. Organization Overview

Fayetteville Public Library is a public library located in Fayetteville, Arkansas, serving the community through a wide range of library services, programs, events, and public resources.

The Library operates from one location and has approximately 116 employees when fully staffed. The workforce includes both exempt and nonexempt employees and is approximately 69% hourly.

The Library is focused on improving operational efficiency, strengthening internal processes, improving employee and manager experiences, and supporting informed organizational decision-making through better systems, workflows, reporting, and access to workforce data.

The selected HCM solution will play an important role in supporting these operational and organizational goals.

3. Project Objectives

The selected solution should help the Library:

- Improve payroll accuracy, transparency, auditability, and reliability
- Strengthen controls, approvals, and audit trails
- Support multiple pay groups and multiple pay rates



- Support labor allocation by fund, department, grant, or project
- Improve exception tracking for time, attendance, payroll, and approvals
- Reduce manual work and duplicate data entry
- Improve reporting and report building
- Improve manager usability, accountability, and participation
- Improve manager adoption of performance management processes
- Provide a robust and user-friendly learning management platform
- Strengthen recruiting, onboarding, employee development, and succession planning processes
- Improve employee and manager self-service capabilities
- Provide leaders, managers, employees, HR, and payroll staff with appropriate access to relevant workforce data, reports, and tools to support informed decision-making
- Provide an intuitive and user-friendly experience for employees, managers, HR, payroll, accounting, and leadership
- Support compliance with applicable federal, state, and local employment, payroll, tax, leave, benefits, recordkeeping, and data privacy requirements
- Support future operational growth, process improvement, and organizational maturity
- Provide strong implementation support and ongoing U.S.-based customer service

4. Current Environment

The Library currently uses an HCM system for several HR and payroll-related functions, including core HR, talent acquisition & development, payroll, compensation, learning & development, and workforce analytics.

Current challenges include:

- Payroll transparency and auditability
- Difficulty tracing calculations and changes
- Inconsistent customer support
- System clunkiness and usability concerns
- Manual workflows occurring outside the system
- Lack of trust in payroll outputs requiring additional auditing and review
- Underutilization of performance management tools by managers
- Difficulty using and understanding reports
- Ongoing operational inefficiencies created by manual review, reconciliation, and workaround processes

The Library is seeking a solution that better aligns with its current operational needs, including stronger payroll transparency, more intuitive workflows, improved reporting, and responsive customer support.

5. Scope of Requested Solution



The proposed solution should include the following functionality.

Core HR

- Employee records management
- Position management
- Organizational structure management
- Electronic document management
- Job evaluation/compensation administration
- Workflow approvals
- Employee self-service
- Manager self-service
- Role-based access and security

Payroll

The proposed solution should support efficient, accurate, and transparent payroll processing and administration, including:

- Payroll processing for multiple pay groups and pay rates
- Leave accrual management
- Payroll audit trails and reconciliation tools
- Payroll approval workflows
- Transparent payroll calculations, change tracking, and retroactive pay adjustment visibility
- Tax processing and year-end reporting
- Labor allocation by department, grant, project, funding source, or special project code
- Payroll reporting and export capabilities that support auditing, reconciliation, exception review, and general ledger needs

Vendors should describe how the system supports payroll accuracy, transparency, compliance, reporting, and internal controls.

Time & Attendance

- Integrated timekeeping
- Physical timeclock options
- Mobile punching
- Geofencing
- Scheduling functionality
- Leave request workflows
- Manager approvals
- Missed punch alerts
- Overtime alerts
- Exception tracking and notifications
- Real-time visibility into attendance and approval issues



Sandbox / Test Environment

The Library strongly prefers access to a separate sandbox or test environment that can be used for:

- Payroll Testing
- Workflow and configuration testing
- Report testing
- Training
- Troubleshooting
- System updates or change validation

Vendors should describe:

- Whether a sandbox environment is included or optional
- Any limitations of the sandbox environment
- Whether the environment mirrors production functionality
- Refresh/update capabilities
- Any additional costs associated with sandbox access or maintenance

Recruiting & Onboarding

- Applicant tracking
- Job posting management
- Candidate workflow tracking
- Interview workflows
- Offer management
- Electronic onboarding
- Onboarding task tracking and workflows

Performance Management

Performance management functionality is a significant priority for the Library. The Library is seeking a user-friendly and intuitive solution that encourages manager participation and ongoing engagement throughout the performance management process.

The proposed solution should support:

- Goal tracking
- Employee check-ins
- Annual evaluations
- Self-evaluations
- 360 feedback
- Calibration
- Succession planning
- Workflow reminders and notifications



- Reporting on completion status and participation
- Manager dashboards and visibility tools

Vendors should describe how their solution improves manager adoption, usability, accountability, and participation.

Learning Management

The Library is seeking a robust learning management module that supports:

- Training assignments
- Compliance training tracking
- Learning paths
- Course completion tracking
- Reporting and analytics
- Employee development
- Manager visibility into training completion
- Automated reminders and notifications
- User-friendly employee experience

Vendors should clearly describe the depth and maturity of their learning management functionality.

Reporting & Analytics

The system should provide meaningful, user-friendly reporting and analytics capabilities.

The proposed solution should support:

- Custom reports
- Standard reports
- Dashboards
- Payroll audit reports
- Turnover reports
- Vacancy reports
- Applicant pipeline reporting
- Performance completion reporting
- Training and compliance reporting
- Labor allocation reporting
- Manager self-service reporting

The system should provide role-based access to meaningful dashboards and reports so decision-makers can easily view the information relevant to their responsibilities without relying heavily on HR/payroll staff to manually pull reports.

6. Integrations



The Library is seeking integration capability with:

- Selerix, a benefits administration and compliance system
- Sage Intacct (preferred but not required)
- Bank of Oklahoma retirement systems (preferred but not required)
- Vendor-provided or vendor-supported timeclock hardware/software

Vendors should clearly identify whether integrations are:

- Standard
- Custom
- Third-party supported
- Additional cost
- Not available

7. Implementation Expectations

Implementation support is a critical evaluation factor. The Library has limited internal bandwidth and expects strong vendor support throughout implementation.

Vendors should describe:

- Implementation methodology
- Project management approach
- Implementation timeline
- Data migration process, including historical payroll, compensation, employee, and related workforce records
- Payroll conversion and testing process
- Training plan
- Go-live support
- Post-go-live stabilization support
- Expected Library staff responsibilities
- Vendor responsibilities throughout implementation
- Common implementation risks and how they are managed

Vendors should clearly identify responsibilities assigned to the vendor versus responsibilities expected from Library staff throughout implementation.

The Library is particularly interested in understanding the level of implementation support provided and the extent to which vendor resources perform configuration, setup, testing, training preparation, payroll conversion, report development, workflow configuration, and other implementation activities. Vendors should clearly identify which implementation activities are primarily performed by vendor staff and which are expected to be completed by the Library.



Vendors should also describe any enhanced, managed, or white-glove implementation services available, including services that provide additional implementation support, project coordination, configuration assistance, change management support, or other resources that function as an extension of the Library's project team.

The Library anticipates implementation beginning around September 1, 2026. Vendors should propose a realistic implementation timeline and identify any recommended phased approach.

8. Project Team

Vendors should identify the proposed implementation team to the extent known, including key roles, experience, responsibilities, and whether services will be provided by vendor employees or subcontractors.

Final assigned personnel should be confirmed prior to contract execution. Vendors should also identify:

- Primary project manager
- Payroll implementation lead
- Time and attendance lead
- Integration lead
- Training lead
- Customer support/account management contact

9. Customer Support Expectations

Customer support is a significant priority for the Library. The Library is seeking knowledgeable, consistent, and responsive support, preferably through a dedicated account manager or dedicated support team familiar with the Library's configuration, payroll structure, workflows, and issue history.

Vendors should describe:

- Whether support is U.S.-based
- Support hours
- Response times
- Escalation procedures
- Dedicated account management or dedicated support team availability
- Whether dedicated support or a dedicated support team is included in standard pricing or available at an additional cost
- How support consistency is maintained when multiple representatives are involved
- How support continuity is maintained over time, including when support staff or account managers change
- Ongoing training opportunities



- Customer support channels
- Post-go-live support model
- How unresolved issues are tracked and resolved
- How payroll-critical issues are prioritized and escalated

10. Security, Controls, and Data Protection

Vendors should describe:

- Data security practices
- Role-based access controls
- Audit trail functionality
- Approval controls
- Payroll change tracking
- User access review process
- Data backup and disaster recovery practices
- Cybersecurity protections
- Data privacy practices
- Applicable security certifications or audits
- Availability of SOC 1, SOC 2, or similar independent audit reports for review
- Multi-factor authentication capabilities
- Single sign-on capabilities

The system must support transparent audit trails that allow the Library to identify who made a change, what changed, when it changed, and what approvals were completed, especially for payroll, pay rates, employee records, timekeeping, and user access.

11. Artificial Intelligence (AI) Capabilities

Vendors should describe any artificial intelligence (AI) or machine learning functionality included in or available with the proposed solution, including:

- Reporting and analytics assistance
- Recruiting and candidate screening tools
- Workflow automation
- Employee or manager self-service assistance
- Learning and development recommendations
- Payroll or compliance-related insights
- Chatbot or virtual assistant capabilities

Vendors should also describe:

- Whether AI functionality is included or optional
- How customer data is used within AI functionality



- AI governance and security practices
- Available administrative controls for enabling or disabling AI features
- Any human review or oversight capabilities
- How AI-generated recommendations, summaries, or outputs are validated or explained

12. Data Ownership and Contract Exit

The Library retains ownership of its data. Vendors should describe:

- Data export capabilities
- Available export formats
- Any costs associated with data export
- Transition support at contract end
- Data retention and destruction practices

13. Pricing Proposal

Vendors must provide a full cost proposal showing all one-time, recurring, optional, and future costs for the initial three-year contract term. Costs should include:

- Subscription/licensing
- Implementation
- Payroll conversion
- Data migration
- Training
- Timeclocks/hardware
- Integrations
- Reporting support
- Customer support, including any costs associated with dedicated account management, dedicated support teams, premium support, or enhanced service levels
- Optional modules
- Annual increases
- Data export or termination costs

Vendors must clearly identify any assumptions, exclusions, optional services, future increases, or conditions that could result in additional costs beyond the proposed pricing.

Preferred contract term: **Three (3) years**

14. Vendor Qualifications

Vendors should provide:

- Company overview
- Years in business



- Public sector experience
- Experience supporting hourly-heavy workforces
- Experience supporting organizations with multiple pay groups and pay rates
- Client references
- Financial stability information
- Product roadmap
- Disclosure of subcontractors or third-party providers
- Disclosure of any conflicts of interest

Vendors should provide at least three (3) client references, including at least one (1) public sector or similarly structured organization. References should preferably include organizations comparable in size, workforce complexity, or operational environment to Fayetteville Public Library.

References should include contact name, title, organization, email address, phone number, modules utilized, and length of time using the system.

15. Proposal Requirements

Proposals should include:

- Executive summary
- Solution overview
- Implementation plan
- Project team information
- Customer support model
- Security and controls overview
- AI capabilities and governance information, if applicable
- Integration approach
- Reporting capabilities
- Pricing proposal
- References
- Sample contract
- Any assumptions, limitations, or exceptions

Vendors should organize proposals in the same order as this RFP.

16. Demonstration Requirements

Shortlisted vendors will participate in scenario-based demonstrations. The Library is not seeking generic sales demonstrations. Demonstration scenarios may include:

- Hiring and onboarding a new employee
- Employee with multiple pay rates
- Timeclock punch with exception tracking



- Payroll audit, reporting, and approval workflows
- Payroll reporting, including change tracking, exception review, payroll register export, deduction reporting, inactive employee payment review, and GL/interface reporting
- Leave request and approval
- Terminating an employee, including final pay, access changes, benefit impacts, and related workflow notifications
- Labor allocation to a grant or project code
- Manager review of applicant status
- Goal setting and quarterly check-in workflow
- Performance evaluation workflow
- Assigning and tracking required training
- Employee self-service experience, including viewing pay information, requesting leave, completing assigned training, and completing required tasks
- Manager review of performance, training compliance, and goal progress for their team
- Assigning and tracking required training
- Custom report creation

The Library reserves the right to ask follow-up questions, request alternate workflows, and explore live system functionality during demonstrations.

Additional demonstration scenarios may be provided to shortlisted vendors.

17. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Payroll accuracy, auditability, controls, and compliance
- Ease of use, end-user experience, and adoption
- Reporting, analytics, and decision-making tools
- Implementation approach, project team, and support
- Customer support, account management, and issue resolution
- Performance management, learning management, and workflow alignment
- Pricing transparency and overall value
- Security, data protection, and access controls
- Integration capabilities and overall technical fit
- Vendor experience, qualifications, and references

The Library reserves the right to consider information obtained through proposals, demonstrations, reference checks, interviews, and follow-up discussions when evaluating the criteria identified above.

Selection will be based on the proposal determined to provide the best overall value and overall fit for the Library's needs and objectives and is not necessarily based solely on the lowest proposed cost.



18. Proposed Timeline

Milestone	Target Date
RFP Issued	June 8, 2026
Vendor Questions Due	June 15, 2026 12:00 p.m. CST
Responses Posted	June 24, 2026
Proposals Due	July 10 2026 at 12:00 p.m. CST
Panel Review/Vendor Shortlist Selected	Week of July 13
Oral presentation and Scenario-Based Demonstrations	July 20-Aug 5, 2026
Award Notification	Week of August 17, 2026
Anticipated implementation Begins	September 1, 2026

19. Submission Instructions and Contact Information

Proposals must be submitted electronically in PDF format no later than 12:00 p.m. CST on July 10, 2026.

Proposals and questions regarding this RFP should be submitted electronically to:

Arienne Taylor, Office Administrator
Fayetteville Public Library
ataylor@faylib.org
479.856.7118

Questions regarding this RFP must be submitted via email no later than **June 15, 2026**. Responses to vendor questions will be provided on or before **June 24, 2026**.

The Library reserves the right to request clarification, additional information, demonstrations, references, or follow-up discussions from any vendor during the evaluation process.

Late submissions may be rejected at the Library's discretion.

20. General Terms

Fayetteville Public Library reserves the right to:

- Reject any or all proposals
- Request additional information
- Modify the procurement timeline
- Conduct follow-up discussions with vendors
- Negotiate contract terms



Fayetteville Public Library

401 W. Mountain St.
Fayetteville, AR 72701

479.856.7000
questions@faylib.org

faylib.org

- Select the proposal deemed to be in the best interest of the Library



MEMO

To: Fayetteville Public Library Board of Trustees
From: David Johnson, Executive Director
Date: June 14, 2026
Re: Code of Conduct Policy Updates

Background

This update to the Code of Conduct policy reflects minor adjustments to clarify procedures. As part of a regular review process, the following updates to the policy have been proposed:

Updates

- **Stronger, clearer supervision expectations**
Expands requirements for individuals unable to care for themselves and reinforces active caregiver responsibility
- **New procedures for unattended minors at closing**
Adds specific timelines, staff guidance, and age-based response expectations
- **More flexible enforcement approach**
Replaces the rigid three-step consequence model with situation-based responses and clearer authority to act immediately when needed
- **Expanded policy on bags and personal items**
Moves from only prohibiting unattended items to requiring bags remain with patrons at all times, be stored safely, not block access or walkways, and be reasonably sized to fit under seating or tables, improving safety, accessibility, and staff consistency in enforcement
- **Updates policy on weapons to align with Arkansas Code Annotated § 5-73-122**
Clarifies permitted exceptions consistent with state law, including law enforcement officers (on or off duty), government-employed security personnel, state or federal military members, and individuals with a valid concealed carry endorsement under § 5-73-322(g).

Recommendation

Staff recommend that the Board of Trustees approve the proposed edits as presented.

Policy Name **Code of Conduct**

1. Fayetteville Public Library is committed to providing a safe, comfortable and welcoming environment for all those using the Library. The following policy protects the rights and safety of library patrons, staff, and volunteers; it also preserves and protects Library materials, facilities, and property.
2. Patrons using the library agree that:
 - a. Adults are not allowed in the Preschool, Grade School, or Teen Libraries unless they are accompanied by a child or require access to the youth collections.
 - b. Adults with children in their charge are the only adults allowed to use the restrooms located in youth libraries.
 - c. Adults who require supervision due to disability or other conditions must be accompanied by a responsible caregiver.
 - d. Patrons, regardless of age, who are unable or unwilling to care for themselves must have adequate supervision and may not be left alone in the library. Caregivers must be attentive to the needs of the person in their care. (Note: See policy ND Children in the Library).
 - e. When a minor is left unattended at closing (see policy ND Children in the Library):
 - a. For ages 12 and under, if a parent or caregiver cannot immediately be contacted and does not arrive within 15 minutes, local law enforcement will be contacted. Law enforcement can be contacted sooner if the situation warrants it.
 - b. For children age 13 and over, staff discretion is advised if there are additional safety or situational concerns. If there are concerns, law enforcement could be contacted.
 - f. Bags and personal items must be kept with the patron at all times, may not obstruct walkways or other library resources, and should be of a size that allows for safe and unobstructed placement beneath seating or tables.
 - g. Cell phone use will be short, quiet, and not disturbing to other Library patrons.
 - h. Headphones are required when listening to audio and video devices.
 - i. Unacceptable behavior or activities include, but are not limited to:
 - a. Smoking, skateboarding, skating, consuming intoxicants, intoxication, spitting, or loitering.
 - b. Soliciting, selling, petitioning, canvassing, campaigning, or distributing written materials on premises¹².
 - c. Leaving bags and items unattended.
 - d. Annoying, harassing, or threatening another person.
 - e. Abusing another person either physically, sexually, or verbally.
 - f. Strong odors that unreasonably interfere with others' use of the library.
 - g. Food may be consumed only in designated areas, including the café, terrace, and other approved spaces. Beverages in covered containers are permitted. Food and drink are not allowed in the Genealogy Library.

² Premises is defined as all property up to, but not including, the public sidewalk.

- h. Leaving automobiles in the parking deck overnight or for extended periods when the Library is closed.
 - i. Demonstrating or picketing inside the building or in such a way as to block access to the building.
 - j. Carrying or possessing a loaded firearm or other deadly weapon on Library premises, except as permitted by Arkansas Code Annotated § 5-73-122, including without limitation: (1) law enforcement officers, whether on-duty or off-duty; (2) security guards employed by the state, city, or county; (3) state or federal military personnel; and (4) persons who have completed training and received a concealed carry endorsement under § 5-73-322(g).
 - k. Defacing, damaging, rearranging, or stealing Library or City of Fayetteville property.
 - l. Using language or behavior that is threatening, harassing, profane, obscene, or likely to incite immediate disruption is prohibited.
 - m. Failing to follow the Library's "Computer Resources and Internet Access" policy.
 - n. Failing to wear proper attire. Footwear, shirts/blouses, and pants/skirts/dresses are required at all times.
 - o. Disturbing public peace by persistent loud, annoying, or aggressive conduct.
 - p. Bringing animals into the building, except service animals as defined by the Americans with Disabilities Act (ADA) are permitted. All other animals require prior approval.
 - q. Tying-up dogs or cats on Library property as per City of Fayetteville leash law ordinance.
 - r. Parking motorized scooters on the plazas and sidewalks. (Note: Parking on the south surface parking lot or parking garage is available.)
 - s. Lying down, sleeping, or appearing to be sleeping in the Library; having feet on furniture/wall; or blocking aisles, exits, or entrances.
 - t. Being in an unauthorized area of the Library or remaining in an area after its closing; staying in the building when requested to leave during emergency situations or drills.
 - u. Engaging in any activities while on Library premises that are not related to the proper use of the Library.
 - v. Displaying other behaviors inappropriate in a public setting, including but not limited to bathing in public restrooms and running.
3. The violation of any federal or state statutes or local ordinance will be regarded as a violation of Library policy and may subject the individual(s) involved to exclusion from the Library premises.
 4. Notwithstanding the above provisions, any person may, without prior notice or warning, be immediately removed from the Fayetteville Public Library if their presence or conduct on the premises poses an immediate and imminent danger to any person or property on such premises. Depending on the severity of the violation, consequences may include being asked to leave for the day, a temporary suspension of library privileges, or permanent revocation of library privileges.
 5. Disruptive behavior is any behavior, which, either consciously or unconsciously, violates or restricts the rights of library patrons or staff, is physical abuse, is abusive or threatening language, or is misuse of library facilities, computer systems, and furnishings. Disruptive behavior disrupts the normal functioning of the Library, whether or not that disruption is intentional.
 6. Theft, vandalism, or mutilation of Library material or property are criminal offenses that shall be prosecuted. In this regard, the Library staff reserves the right to check library patrons' personal belongings.

FAYETTEVILLE PUBLIC LIBRARY

Communications & Marketing Department

Board Report | June 15, 2026

Reporting Period: April – May 2026 | Compared Against: February – March 2026

This two-month period tells the story of a team hitting its stride. A single patron spotlight became our highest-performing content of the year. A press release about bees returning to the library rooftop became national news. Our team delivered every piece of collateral needed for the Summer Reading Kickoff while simultaneously building infrastructure to promote the Strategic Plan survey. The data backs it up: website engagement is climbing, Google searches are converting into physical visits, and 1,663 new library cards were issued.

1. Community Connection

This period gave us the single highest-performing piece of content in 2026 and proved what we've been seeing all year: the content that works best is the content that features real people using the library.

The Casper Spotlight

On April 28, we posted a simple, unedited video of a young patron named Casper sharing his favorite reads. The community response was extraordinary:

- **Facebook:** 67,950 impressions and 7,121 interactions
- **Instagram:** 52,680 reach and 5,451 likes
- **Key Takeaway:** This single post outperformed every piece of content from the previous reporting period. Unedited patron stories consistently outperform standard content by more than 10x. This makes a strong case for a recurring monthly patron spotlight series.

Audience Growth

- **Total Followers:** 35,520 across all platforms (up from 34,880 in Feb–Mar). Facebook: 22,110, Instagram: 12,310 (+3.97%), LinkedIn: 1,100 (+3.19%).
- **Instagram Demographics:** Core audience remains 25–44 years old and 60.92% female. 40.30% of followers are located directly in Fayetteville.
- **LinkedIn:** Grew to 1,100 followers. Education (16.20%), Consumer Services (12.87%), and Professional Services (11.94%) lead industries. 35.28% of followers hold Senior or Director-level titles.

Google Business Profile: Searches Turning into Visits

Google Business Profile remains our clearest sign of real-world intent. When someone clicks “driving directions,” that is a person coming through our doors.

- **Total Actions in May:** 9,496 (+13.63% month-over-month), driven by website clicks up 20.90% to 5,241 and driving direction requests up 7.57% to 3,622.
- **Profile Discovery:** 9,174 impressions in May (+2.95%), split between Google Search (53.65%) and Google Maps (46.35%).

- **Reviews:** 41 new reviews across April–May (16 in April 25 in May) with a 4.71-star rating. One patron wrote that FPL is “Heaven on earth. Best library and staff ever known.”
- **Community Management:** A single 1-star review regarding elevator disruptions was promptly addressed by staff with a public reply, demonstrating responsive community management.

Program Attendance & Library Cards

Marketing reach is translating into real-world outcomes:

Metric	April	May	Combined	Trend
Total Events	269	275	544	▲ +2.2%
Total Attendance	5,876	4,013	9,889	▼ Seasonal
Avg per Event	21.8	14.6	18.2	—
New Library Cards	780	883	1,663	vs 1,755*

**Library Cards: Feb–Mar total was 1,755 (–5.2%). May signups (883) rebounded from April’s low (780), suggesting the dip was seasonal rather than structural. Standout programs included the Inspyral Circus Summer Reading Kickoff (568 attendees), SoNA Beyond: Transcending Words (309), the Stephen Graham Jones Distinguished Reader event (262), and the Hip-Hop 101 Showcase with Walton Arts Center (188). April serves as our baseline for program statistics going forward.*

2. Media Growth & Earned Media Value

This period produced our biggest earned media win in recent memory: a single press release about bees returning to the library rooftop after the fire was picked up by three local TV stations, the Fayetteville Flyer, and then carried by multiple stations nationally as a feel-good story.

- **Zero Reputational Risk:** No negative or concerning stories were reported across any monitored channels.

Traditional Media Coverage

Outlet	Story	Date	Est. Reach	Est. EMV
KFSM (TV)	Bees Return to FPL Rooftop	May 4	80,000	\$2000.00
4029 News (TV)	Bees Return to FPL Rooftop	May 5	80,000	\$2000.00
KNWA (TV)	Bees Return to FPL Rooftop	May 5	80,000	\$2000.00
Fayetteville Flyer	Bees Return to FPL Rooftop	May 6	15,000	\$180.00

KUAF (Radio)	FPL Strategic Plan Public Input	May 18	7,500	\$112.50
KNWA/FOX (TV)	Summer Break Events at FPL	May 22	80,000	\$2000.00
KNWA (TV)	Writers Weekend: Author Jane Elzey	Apr 6	80,000	\$2000.00
KNWA Good Day NWA	Strategic Plan Survey & FPL Services	May 28	5,439	\$135.97
Traditional Media Total:				\$10428.48

Note: Reach estimates for local TV broadcasts use a conservative 80,000 per segment. The KNWA Good Day NWA appearance (May 28) uses the confirmed viewership of 5,439. National pickup of the bee’s story is not included in these figures and would push the total higher. Randy Wilburn appeared on Good Day NWA twice in May to talk about the library’s strategic plan and summer programming.

Top Social Media Posts: EMV Breakdown

Using our established benchmarks of \$10 CPM and \$0.40 per engagement:

Content Piece	Metrics	Reach Value (\$10 CPM)	Engagement (\$0.40/ea)	Total EMV
Casper Patron Spotlight (Apr 28)	120,630 Views / 12,572 Int.	\$1206.30	\$5028.80	\$6235.10
Star Wars Day (May 4)	10,280 Views / 282 Int.	\$102.80	\$112.80	\$215.60
Earth Week Fee Waiver (Apr)	6,092 Views / 371 Int.	\$60.92	\$148.40	\$209.32
Social Media Total (3 Posts):				\$6660.02

Combined Earned Media Value (Traditional + Social): \$17088.50

Note: This total covers eight traditional media placements and three top social posts. National coverage of the bees story and the rest of our social content are not included. The Media Tracker and Marketing Workbook, on track for completion by end of Q2, will give us full tracking going forward.

3. Performance Snapshot

This section provides a multi-channel view comparing April–May against the February–March baseline, combining social media, website analytics, and program data.

A Note on Context

April produced the Casper patron spotlight, which hit 67,950 impressions on Facebook alone. Just like the Jim Blair memorial in December, May’s numbers settled back down after that viral moment. Our audience is still growing and the dip in engagement is because April set such a high bar, not because anything went wrong.

Social Media Performance

Channel	Metric	Apr–May	vs. Feb–Mar	Assessment
All Platforms	Total Followers	35,520	▲ +1.8%	Steady Growth
Instagram	Followers	12,310	▲ +3.97%	Strong Growth
LinkedIn	Followers	1,100	▲ +3.19%	Steady Growth
Google Business	Website Clicks (May)	5,241	▲ +20.90%	Surging
Google Business	Driving Directions (May)	3,622	▲ +7.57%	Digital → Physical
Google Business	Reviews (Apr+May)	41	▲ +127.8%	4.71 Stars
Facebook	Page Views (May)	49,950	▼ -23.1% MoM	Normalizing*
Instagram	Impressions (May)	118,810	▼ -25.6% MoM	Normalizing*

**Normalizing: May’s social numbers dipped because April’s Casper spotlight set an unusually high bar. This is the same pattern we saw after the Jim Blair memorial in December. Follower growth and Google Business metrics continue to climb.*

Website Engagement (GA4)

Website analytics continue to be reported with bot traffic excluded, providing a clean view of real user behavior. April represents our first full month of clean baseline data.

Metric	April	May	Trend	Feb–Mar Baseline
Active Users	17,134	20,318	▲ +18.6%	29,380 (6 weeks)
Sessions	32,513	38,436	▲ +18.2%	59,879 (6 weeks)

Engaged Sessions	16,227	19,744	▲ +21.7%	28,803 (6 weeks)
Engagement Rate	49.9%	51.4%	▲ +1.5pp	48.1%
Avg Engagement Time	37.3s	36.9s	— Stable	34.0s
Top Traffic Source	Organic Search	Organic Search	Consistent	Organic Search

The engagement rate has climbed from 48.1% in February–March to 49.9% in April to 51.4% in May. More than half of all website visitors are now actively interacting with library content. Most visits come from mobile devices, though desktop users tend to spend more time on the site. Fayetteville and surrounding NWA communities make up most of our traffic.

Board Summary

The library enters the June meeting with zero negative media stories, a national earned media moment, and the strongest website engagement metrics we have ever reported. The Casper patron spotlight proved that authentic, unedited stories of real people using the library generate 10x the reach of standard content. A single press release about bees returning to our rooftop was picked up by three local TV stations, the Fayetteville Flyer, and multiple national outlets. Combined earned media value from traditional and social channels exceeded \$17,088 from just eleven tracked placements, with national coverage not yet quantified.

Team Wins:

- **Summer Reading Kickoff:** The team delivered every piece of collateral needed for a successful launch, including promotion of the Inspyral Circus event (568 attendees). All deliverables were completed on time.
- **Strategic Plan Survey Promotion:** Created self-directed question stations, a community mailer, and QR codes to drive survey participation—all while managing Summer Reading deliverables simultaneously.
- **Writers Weekend:** An unqualified success, with media coverage across KNWA and NWA Daily. The team is exploring how to replicate this model for future events.
- **Institutional Positioning:** Randy Wilburn appeared on KNWA’s Good Day NWA twice in May, positioning FPL as a workforce development and community resource—not just a place to borrow a book.
- **Creative Output:** Original design, story ideation, and a diverse portfolio of short-form videos continued to distinguish FPL’s social presence. The team’s creativity remains one of our greatest assets.

Looking ahead: The Media Tracker and 2026 Marketing Workbook are on track for completion before end of Q2. These tools will help the team track earned media value over time, make smarter use of our marketing budget, and tell better stories around the FPL brand. Summer

Reading programming is underway, and the Strategic Plan community survey continues to collect the public input that will shape what comes next for the library.

Fayetteville Public Library Foundation
CY 2026 Monthly Financial Update
Month Ending April 30, 2026
(Preliminary: Subject to Audit)

Where We Stand

Status: Slightly ahead of plan
Revenue: Ahead of plan
Expenses: On track (excluding Library support transfers)
Cash: Strong

Overall, the Foundation is slightly ahead.

Revenue is ahead of plan, reaching 90.7% of the annual target. This is primarily due to strong Annual Fund activity, including Reading the Greens fundraising, prior year-end mailing responses, Annual Fund renewals, and a non-cash gift received for the Library. Expenses appear higher than budget mainly due to the aquarium transfer and legal fees paid in support of the Library. Excluding those items, operating expenses are generally in line with expectations.

Money Coming In (Unrestricted)

Revenue: \$238,016 actual | \$94,064 planned

Fundraising Snapshot

Annual Fund | \$88,506 raised | YTD budget: \$39,100
Reading the Greens (as of 5.8.26) | **\$88,576.00 recorded** | Goal: \$90,000
Library Giving Day (as of 5.12.26) | **\$31,571 recorded** | Goal: \$30,000

Revenue higher than expected primarily due to:

- Strong Annual Fund contributions which include
 - Reading the Greens fundraising
 - Library Giving Day Contributions
- A \$32,861 in-kind gift donated (aquarium) to the Foundation and transferred to the Library.

Note: The in-kind gift is included in the total revenue but does not represent cash received.

Summary: Fundraising is performing well, and total revenue also reflects donated provided to the Library.

Money Going Out

Expenses: \$183,441 actual | \$170,283 planned

Spending appears higher primarily due to the aquarium transfer and legal fees paid in support of the Library.

Library Support Summary (Year-to-Date)

Cash support provided to the Library: **\$4,116**
Non-cash support provided to the Library: **\$32,861** (aquarium)
Total Support provided: **\$36,977**

Excluding these items, Foundation operating expenses are generally in line with expectations.

Summary: Most of the variance reflects support provided to the Library rather than Foundation operating costs.

Staffing Overview

Personnel costs are 10% above plan year-to-date. Staff will continue to monitor this area. Staff plans to hire a temporary intern in August.

Summary: Staffing costs remain stable overall.

Restricted Funds Overview

Restricted gifts designated for the Library totaled \$18,562 YTD. This includes \$15,000 of grant funding for SRC and \$1,500 of designated rollover funds which was not included in the original revenue budget.

Cash on Hand

Cash and investments total \$1,007,016, which covers about 25 months of average operating expenses.

Summary: Cash remains strong and is more than sufficient to support current commitments.

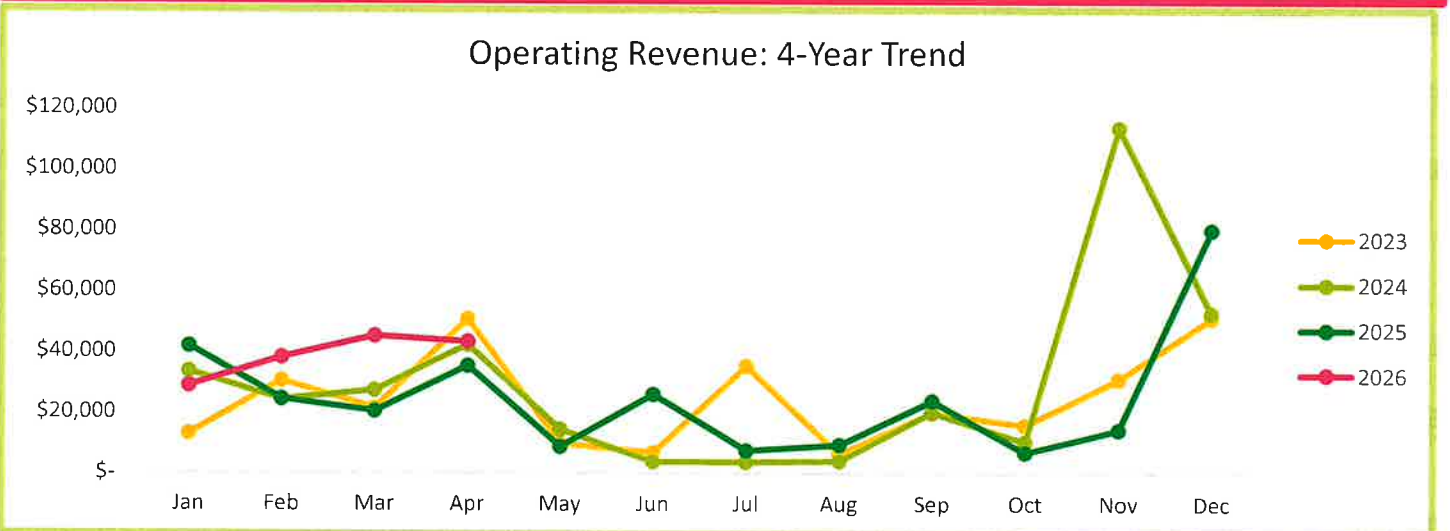
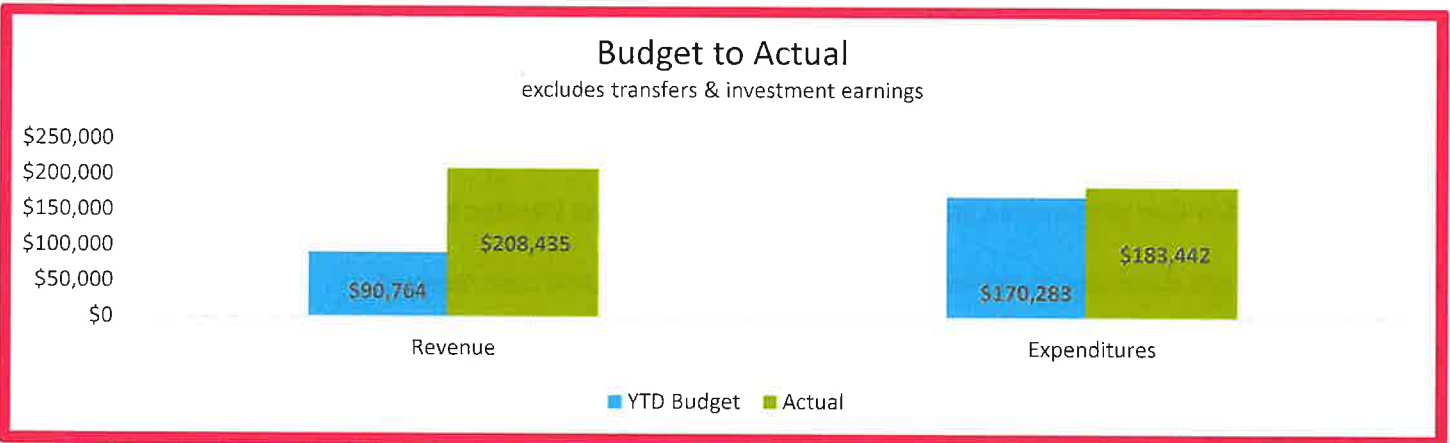
Looking Ahead

Over the next few months, staff will keep an eye on:

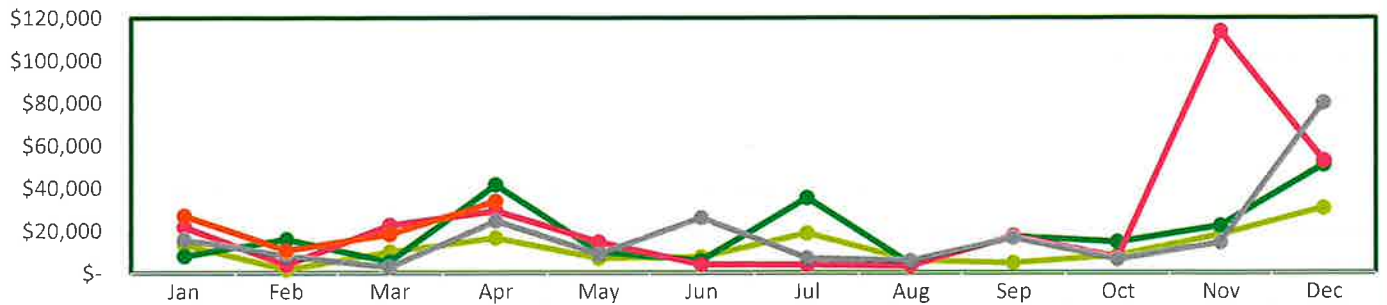
- Ongoing Annual Fund contributions
- Personnel costs.

Key Message

Overall, the Foundation is slightly ahead of plan. Fundraising is performing well, operating expenses are generally in line with expectations once Library support is separated out, and cash remains strong.



Annual Renewals & Outright Gifts 5-Year Trend



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	\$13,360	\$1,404	\$9,764	\$16,257	\$6,781	\$7,462	\$18,638	\$5,729	\$4,571	\$8,076	\$17,826	\$30,429
2023	\$7,793	\$15,688	\$5,068	\$41,386	\$9,790	\$5,720	\$35,208	\$4,015	\$17,143	\$14,332	\$22,078	\$50,744
2024	\$21,419	\$3,493	\$22,151	\$28,930	\$14,345	\$3,753	\$3,626	\$2,956	\$17,240	\$6,980	\$113,61	\$52,478
2025	\$15,740	\$7,953	\$2,652	\$24,428	\$8,713	\$25,910	\$6,995	\$5,726	\$16,414	\$6,411	\$14,221	\$80,098
2026	\$26,718	\$10,429	\$17,900	\$33,459								



Resolution

RESOLUTION #2026-0602R to Authorized Signatories for Library Financial Accounts

Staff recommends that the Board authorize:

- the individuals listed below to open, close, and sign Fayetteville Public Library accounts and transactions at First Security Bank, the Bank of Fayetteville/Farmers and Merchants Bank, Garrison Financial, Generations Bank, Arvest Bank, Charles Schwab, Arvest/CentreSuite, and any other banking institution located in Fayetteville, Arkansas;
- the removal of any individuals not listed below as authorized signatories on Fayetteville Public Library accounts and transactions; and
- staff to take the necessary steps to update account records and implement this resolution

Signer Name and Title	Signature
Stan Rodgers, Board of Trustees President	
Carla Davis, Board of Trustees Vice-President	
Amy Wilbourn, Board of Trustees Treasurer	
Hope Bradberry, Board of Trustees Secretary	
David Johnson, Executive Director	
Tamika Ball, Director, Finance & HR	

Hope Bradberry, Secretary _____

Date _____



MEMO

TO: Fayetteville Public Library Board of Trustees
FROM: David Johnson, Executive Director
DATE: June 15, 2026
Subject: Budget Amendment – Grant Funding for SRC, True Lit, and Books & Bites
Resolution: 2026-0601R

Background:

The Fayetteville Public Library Foundation has received grant funding to support Library programs. The Foundation intends to provide the grant funds to the Library for their designated purposes.

The grants include:

- \$25,000 from the National Endowment for the Arts (NEA) for the 2026 True Lit Festival, subject to final award approval by the NEA;
- \$15,000 from Schmieding Foundation for the 2026 Summer Reading Club; and
- \$38,000 from Walmart Foundation for the Books & Bites program for the period of May 1, 2026 through April 30, 2027.

Discussion:

The grant funds will be used by the Library for the purposes identified in the respective grant awards.

The NEA grant will support the 2026 True Lit Festival. The grant includes a 1:1 match. This match is expected to be met using funds already included in the 2026 budget for True Lit Keynote.

The Schmieding Foundation grant will support the 2026 Summer Reading Club. The Schmieding Foundation has provided grant support for this program for several years.

The Walmart Foundation grant will support the Books & Bites program and includes approximately \$15,000 to support existing staff time related to the program.



The Foundation will serve as the official grant recipient and reporting entity. Grant funds will be provided to the Library for use in the approved programs, and the related revenues and expenditures will be recorded on the Library's books.

Because the Schmieding Foundation and Walmart Foundation grant funds were not included in the adopted budget, a budget amendment is needed to recognize the additional revenue and authorize the related expenditures. If the NEA grant is formally awarded, an additional budget amendment will be needed to recognize the grant revenue and related expenditures.

Budget Impact:

This amendment increases budgeted revenues and expenditures by \$53,000 as follows:

- Schmieding Foundation Summer Reading Club Grant: \$15,000
- Walmart Foundation Books & Bites Grant: \$38,000

Total Budget Amendment: \$53,000

If the NEA grant is formally awarded, budgeted revenues and expenditures will increase by an additional \$25,000.

Recommendation:

Staff recommend approval of a budget amendment increasing Library revenues and expenditures by \$53,000 to recognize and appropriate grant funding received through the Fayetteville Public Library Foundation for Library programs. Additionally, authorize staff to increase budgeted revenues and expenditures by an additional \$25,000 upon receipt of the official NEA award notice.



RESOLUTION

RESOLUTION #2026-0601R TO AMEND THE 2026 BUDGET IN THE AMOUNT OF \$53,00.

Staff recommend that the Board authorize:

- An increase in budgeted revenues of \$53,000 related to grant funding received through the Fayetteville Public Library Foundation;
- An increase in budgeted expenditures of \$53,000 for the approved grant-supported programs;
- Use of the grant funds for the Summer Reading Club and Books & Bites programs in accordance with applicable grant requirements;
- Transfer of the grant funds from the Foundation to the Library for use in the approved programs, with related revenues and expenditures recorded on the Library's books;
- Staff to increase budgeted revenues and expenditures by an additional \$25,000 upon receipt of the official National Endowment for the Arts award notice for the 2026 True Lit Festival; and
- Staff to make the necessary accounting and budget adjustments to implement this amendment.

Stan Rodgers, President
Fayetteville Public Library Board of Trustees

Date

Amy Wilbourn, Treasurer
Fayetteville Public Library Board of Trustees

Date



MEMO

TO: Fayetteville Public Library Board of Trustees
FROM: David Johnson, Executive Director
DATE: June 15, 2026
Subject: Budget Amendment – Use of Facility Reserve Funds to Repair HVAC
Resolution: 2026-0602R

Background:

The HVAC in the Center for Innovation, story time room, and craft room (HRU #1) has been in disrepair since December 2025. The Library has tried to work with the original installer, Gold Mechanical, but progress has been unsatisfactory. As a result, the Library is at a critical junction where damage to internal systems and electronics may occur if the issue is not resolved timely. Therefore, the Library plans to move forward with the original subcontractor, Harrison Energy Partners, to resolve the issues under an emergency procurement.

Discussion:

HRU #1 stopped cooling due to a bad compressor. This unit supplies cooling to the Center for Innovation, an area that houses technology and electronics that are susceptible to damage from heat and humidity, as well as the story time room and craft room in the children's library, spaces that see high patron usage, especially in the summer. Due to the length of time that the system has been out, the Library is concerned that damage to internal systems, including those dealing with audio & video, 3D printers, and photography electronics, will occur due to heat and humidity.

The system is under warranty through the manufacturer, Daikin. Gold Mechanical, the original installer, replaced the compressor, but the new compressor failed within two weeks. Harrison Energy Partners is the sole regional provider for Daikin equipment and holds the warranty for the equipment. They are also very familiar with the installation and technology and have a vested interest in correcting the root cause of the failure. We have begun discussions with attorneys and expect that the project will go through some litigation. If we were to engage another company at this stage, it would create additional legal issues. Therefore, the Library plans to contract with Harrison Energy Partners to make future warranty repairs.

In order to feel comfortable moving forward with this single source emergency procurement, the Library performed some additional work. The Library contacted another competent HVAC



company, Multi-Craft Contractors, who advised us to use the manufacturer's representative if possible. They indicated that their price would be much higher because the parts would not be under warranty through them (or anyone else other than the manufacturer's representative). Also, other HVAC companies would have to spend time and money learning about the system and would likely have to hire Harrison Energy Partners to assist in the repair. Moreover, other HVAC companies were reluctant to get involved with the project due to the system being under warranty and the complications with it. Alternatives such as replacing the entire HVAC system with new equipment would be cost-prohibitive.

Harrison Energy Partners' project proposal, to repair HRU #1 by changing out all three compressors, totals \$37,325. In order to allow for taxes and other small fluctuations, we are proposing a budget adjustment totaling \$40,000.

Budget Impact:

This amendment increases budgeted expenditures from the Facility Reserve Fund by \$40,000. This fund has cash and investments totaling more than \$1,000,000, and this expense would not significantly impact the fund's net position.

Recommendation:

Staff recommends approval of a budget amendment increasing Library expenditures from the Facility Reserve Fund by \$40,000 to contract with Harrison Energy Partners to repair HRU #1.



RESOLUTION

RESOLUTION #2026-0602R TO AMEND THE 2026 BUDGET IN THE AMOUNT OF \$40,000.

Staff recommends that the Board authorize:

- an increase in budgeted expenditures of \$40,000 from the Facility Reserve Fund;
- use of the funds for repair of HVAC HRU #1 by changing out all three compressors;
- approval of an emergency single source procurement with vendor Harrison Energy Partners due to their holding the warranty, legal complications, other vendors' reluctance to work on the project, the time-sensitive of need for repairs due to summer heat and humidity, and alternatives being cost-prohibitive;
- staff to make the necessary accounting and budget adjustments to implement this amendment.

Stan Rodgers, President
Fayetteville Public Library Board of Trustees

Date

Amy Wilbourn, Treasurer
Fayetteville Public Library Board of Trustees

Date