



Board of Trustees

June 15, 2026 4 pm

MINUTES

Regular Meeting – Walker Room

Trustees present: S. Overbey, S. Rodgers, A. Wilburn, C. Davis, B. Park, H. Bradberry, R. Qualls
Staff: D. Johnson, W. Fitzgibbon, R. Wilburn, S. Palmer, H. Robideaux, G. Leding, K. Bailey, K. Von Rembow, S. Mitchell, K. Lehman, J. Akins, G. Allen, S. Brown, C. Henry, S. Raines, C. Dennis, J. Tuller, B. Eddins, C. Seller, B. Lee, S. Walker, N. Burgess, T. Ogle, S. Isbell, K. Dodge, C. Boland, A. Crabtree, S. Ruiz, L. McDonald, W. Harris, M. Quinn, S. Landers, E. Tollet, D. Houston, L. Park, S. Demoss, J. Harris, M. Hurley, R. Graves, A. Sherman, M. Ewing, E. Ellis, S. Ellis, J. Smith, R. Canales-Ochoa, A. Girkin, A. Workman, V. McMullen, D. Rudasill, S. Stough, A. Suedel, B. Worthey, A. Taylor
Legal: P. Elmore, N. Ortiz
Press: D. Curth, S. Ryburn
Public: K. Tolman-Razo, B. Thompson, J. Porras, M. Scharfenberg, M. Harper, S. Watson, J. Ray, T. Murphy, H. Toth, N. Toth, A. Fondren, S. Crabtree, J. Hicks, D. Wagner, M. Friend, M. Day, D. Douglas, K. Jones, L. Murabito, G. Gilleran, M. Ivy, R. Young, K. Turk, C. Hitte, D. Thurstenson, A. Hollinshed, V. Gonzalez, K. Robins, T. Nelson, N. Hawkins, B. Taylor

- I. Call to Order: S. Overbey called the meeting to order at 4:00pm.
- II. Roll Call
- III. Minutes - approve minutes from April 20, 2026: **B. Park moved to approve the minutes. H. Bradberry seconded. All voted AYE.**
- IV. Reports
 - A. Key Upcoming Events: Wild for Wednesday, LGBTQ+ resource fair, Crystal Bridges Mobile Art Lab, Speed Friending, and Adaptive Sports Field Day.
 - B. Mission Moment: LifeWorks helped staff identify five new values that support FPL's mission of public access and knowledge: welcoming & inclusive, service & care, trust & respect, collaboration, professionalism & positivity.
 - C. Library Administration
 1. Management Reports
 - a. Performance Measures: Rising ebook costs have impacted the materials budget, despite massive patron demand. Use of the Teaching Kitchen fluctuates depending on availability due to the season, type of programs offered, etc.



- b. Strategic Plan progress: Staff continue to connect to the community across various departments.
- 2. Financial reports: Fund 10 is tracking as expected. Spending and reported revenue is below budget, while property tax revenue continues to perform above budget. The City reduced planned technology funding by \$100,000. This will not impact current operations, however the funding loss will be considered in future planning.
- 3. Informational
 - a. SRC Kickoff: S. Mitchell discussed the SRC Kickoff on May 30th. 545 people registered for summer reading and 3,069 people attended the event, supported by 120 staff and volunteers. Community partners included Raising Cane's, Arkansas LEGO User Group, Fayetteville Fire Department, Girl Scouts, Amazeum, Crystal Bridges, UA Department of Biology.
 - b. Legislation updates: On June 11th, FPL's attorneys reported to the Eighth Circuit Court of Appeals for oral arguments. The state argued that the libraries did not have the standing to sue, as there was no harm from Act 372; library attorneys countered by citing the Crawford County Library and the possibility of incarceration. Staff hope the final opinion of the Court will support Judge Brooks' original decision.
 - c. Strategic project updates: Staff information sessions were held in early May to outline the process and clarify staff roles. Four community focus groups were held, along with several online meetings. Community cafes will take place across the month of June. Staff focus groups and staff surveys representing frontline occupations will take place in July.
 - d. State aid for public libraries requirements: In order to continue receiving \$167,000 in state aid, the following must be submitted: annual budgets, audits, minutes of BOT meetings, strategic plan updates, past and present state aid reports, and mandatory training for library board members. Additionally, a recommended 10.39% funding cut was suggested to extend state aid to 20 small libraries. The state's total library budget is \$5.6 million.
 - e. AI Committee updates: Staff are drafting a policy for the internal use of AI and are discussing how to educate the community about AI and its impact on society.
 - f. 2026 Blair Distinguished Author: Author P. Everett will speak on September 15 at 7pm. K. Kellams will moderate the discussion, with a book signing afterward. It is free to attend but will be ticketed to manage audience size.



- g. Welcome Desk update: Estus Cabinets are working on the new face of the Welcome Desk. A door has been added behind the security gate for staff access and safety.
- h. CFI offices update: A storage room on level 200 has been emptied. Next month, a contractor will divide the space for a manager's office.
- i. Bee updates: There are three hives and one super hive. One of these is an observation hive. E. Levi maintains them with the help of staff. The smoker is fully chemical and plant-based.
- j. Budget timeline update: A 2027 budget kickoff with Managers and Directors will take place in late July. Accounting will meet with the Finance Committee in the fall and hope to introduce the finished budget in December.
- k. LifeWorks update: LifeWorks will assist in encouraging new values and engagement through additional training such as leadership classes.
- l. HCM software: FPL's current payroll and timekeeping software, ADP, has given FPL difficulties with payroll flexibility. An RFP was issued to replace the software for the library.
- m. Policy changes: Code of Conduct changes include specific guidelines around unattended minors at closing and expanded policy on bags and personal items. The rules regarding weapons are aligned with state code.
R. Qualls moved to approve the adjustments to the policy as presented.
B. Park seconded the motion. All voted AYE.
- n. HR Report: There are 5 new employees in various departments: IT, Youth Services, CFI, and Facilities.

- D. Media Update: Website engagement crossed 50% for the first time. Followers have increased on nearly every social media platform. Over 1,500 people have responded to the survey. Staff clarified that Swarm Aero booked the library for an event that was open to the public; FPL was simply the location for it.
- E. Fayetteville Public Library Foundation monthly report: A give-back night at Sidecar raised almost a thousand dollars. The Foundation tabled at SRC and gave out coffee and promoted Reading of the Greens.
- F. Friends of the Fayetteville Public Library: R. Wilburn spoke at the last meeting. \$5,000 was donated to the Foundation on Library Giving Day. Two members have attended Friends of the Library state training.

V. New business

A. Discussion items

- 1. Report from the Nominating Committee: S. Rodgers, President; C. Davis, Vice-President; A. Wilbourn, Treasurer; H. Bradberry, Secretary. **B. Park**



moved to approve this nomination series. C. Davis seconded the motion. All voted AYE.

2. Budget adjustment for grants: The library recently received funds from three grants: a federal grant for True Lit, a Schmieding Foundation grant for SRC, and a Walmart Foundation grant for Books and Bites. **S. Rodgers motioned to approve as presented. R. Qualls seconded the motion. All voted AYE.**
3. Budget adjustment for HVAC: The HVAC affecting the CFI and Youth Services has been in disrepair since December. FPL wants to move forward with original subcontractors Harrison Energy Parters to get it fixed. The cost would be pulled from the Facilities Reserve Fund. **B. Park moved to approve the budget adjustment. H. Bradberry seconded the motion. All voted AYE.**

VI. Public Comment: Public comment was given.

Adjournment: **R. Qualls motioned to adjourn. B. Park seconded the motion. All voted AYE.** The meeting adjourned at 6:00pm.



Key Upcoming Events

Voting in Washington County – Voter Information Session

Thursday, September 10, 6pm

Jennifer Price, executive director of the Washington County Election Commission, will discuss everything you need to know about voting in Washington County and answer questions about voting, election security, election law changes, and elections in general.

Maker Faire NWA

Saturday, September 12, 9am–4pm

Maker Faire is a gathering of fascinating, curious people who enjoy learning and who love sharing what they can do. From engineers to artists to scientists to crafters, Maker Faire is a venue for these “makers” to show hobbies, experiments, and projects.

Yoga on the Glade

Monday, September 14, 21 & 28, 6pm

Enjoy yoga in the fresh air of the library’s Gathering Glade! This class is suitable for all levels of yoga practitioners. In the event of rain or excessive heat, these yoga sessions will be offered inside.

In Conversation with Percival Everett – Pulitzer Prize Winning Author of “James”

Tuesday, September 15, 7pm

Join us for a conversation with Percival Everett, one of the most innovative, provocative, and prolific writers of our time. The discussion will be moderated by Kyle Kellams, news director at KUAF, and will be followed by a book signing. Free tickets will be available starting on August 25.

Fun Friday: Baby Bonanza! (Ages 0–24 months)

Friday, September 25, 10am

Fans of Baby Bookworms will love this extra special program for our youngest patrons. We’ll have rhymes, bubbles, parachutes, and more!

Halloween Family Movies series

Sunday, September 27, 2pm

Sunday, October 4, 11, 18 & 25, 2pm

Get ready for Halloween with free movies on Sundays! Seating is first come, first served.

Banned Books Week Celebration – Art Reveal & Reception

Wednesday, September 30, 6pm

Winners of the 2026 Banned Books Week Art Competition will be recognized, and their winning artwork will be revealed at this celebration. See the winning artwork, meet the artists, and receive a pack of trading cards featuring the winning pieces! Their art represents the ongoing struggle for intellectual freedom and the dangers of censorship. This program will be moderated by Dr. Sean P. Connors, associate professor of English education at the University of Arkansas.

Author Talk: “Diana” by Nate Powell

Saturday, October 17, 2pm

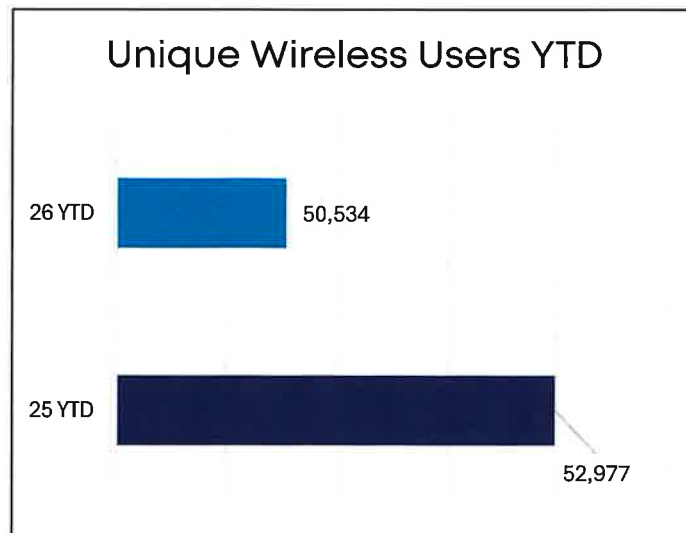
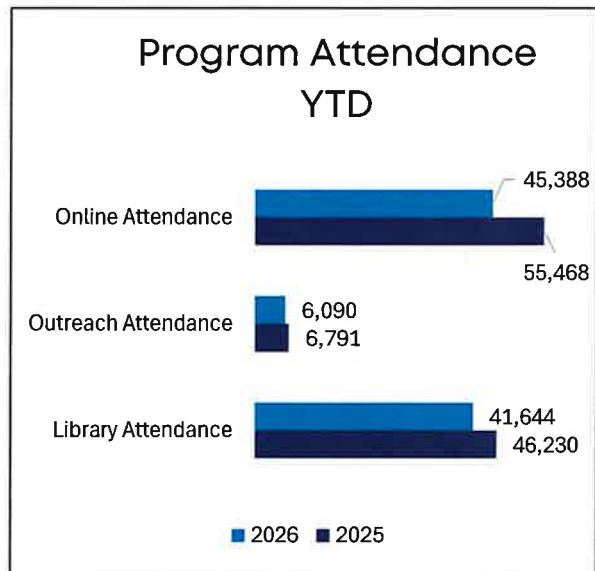
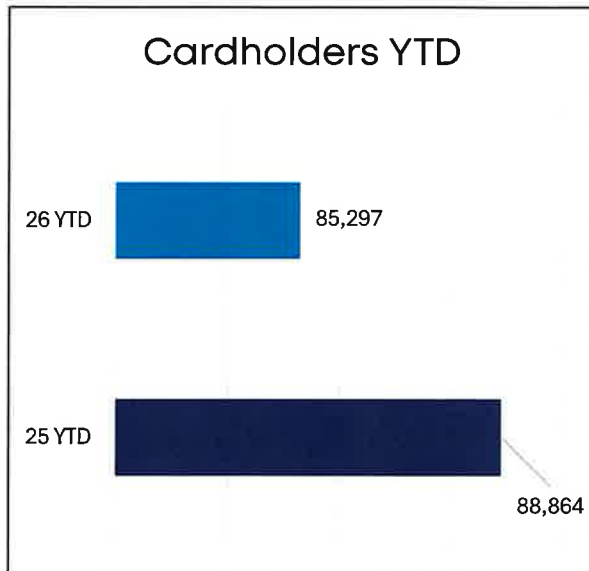
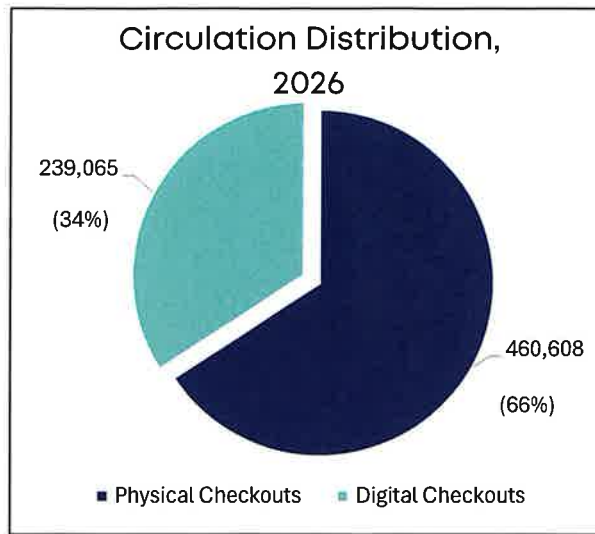
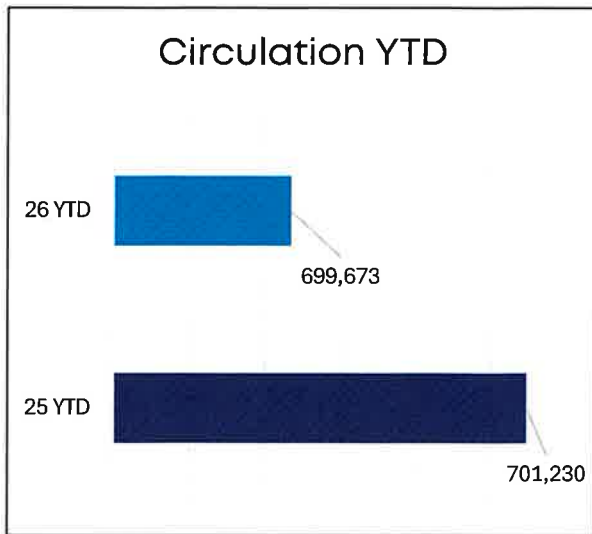
Join National Book Award–winning, bestselling author Nate Powell as he discusses his new book. Books will be available for sale and signing following the event.



Fayetteville
Public Library

FPL Performance Report: July 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	113,359	112,828	0	0	0	0	0	699,673	701,230	-0.22%
Physical Checkouts	62,135	59,871	64,917	60,071	65,560	74,731	73,323	0	0	0	0	0	460,608	458,929	0.37%
Digital Checkouts	33,238	28,486	31,940	30,220	37,048	38,628	39,505	0	0	0	0	0	239,065	242,301	-1.34%
Reference Queries	3,923	4,568	4,586	3,956	3,942	5,647	4,994	0	0	0	0	0	31,616	35,335	-10.52%
Total Collection Size	364,342	363,448	362,149	362,657	363,336	366,794	372,987	0	0	0	0	0	372,987	360,794	3.38%
Physical Collection	287,375	286,815	285,920	286,064	285,930	286,048	286,370	0	0	0	0	0	286,370	283,977	0.84%
Digital Collection	76,967	76,633	76,229	76,593	77,406	80,746	86,617	0	0	0	0	0	86,617	76,817	12.76%
Total Items Added	3,208	2,194	3,381	3,027	2,038	2,041	3,535	0	0	0	0	0	19,424	20,554	-5.50%
New Card Registrations	1,018	904	851	780	883	1,052	910	0	0	0	0	0	6,398	6,791	-5.79%
Cardholders	80,775	81,560	81,860	82,536	83,364	84,334	85,297	0	0	0	0	0	85,297	88,864	-4.01%
Visits	43,341	54,949	48,932	52,151	54,390	51,871	57,088	0	0	0	0	0	362,722	303,380	19.56%
Library Programs	132	234	221	175	114	192	154	0	0	0	0	0	1,222	1,053	16.05%
Library Attendance	2,124	5,172	5,851	5,378	6,916	7,782	8,421	0	0	0	0	0	41,644	46,230	-9.92%
Outreach Attendance	670	1,053	633	469	1,554	1,635	76	0	0	0	0	0	6,090	6,791	-10.32%
Online Views	2,265	8,054	6,452	7,910	6,988	7,441	6,278	0	0	0	0	0	45,388	55,468	-18.17%
Meeting Room Usage	149	97	146	112	110	154	87	0	0	0	0	0	855	949	-9.91%
Study Room Usage	976	1,317	1,272	1,370	1,100	1,128	1,128	0	0	0	0	0	8,291	7,696	7.73%
Event Center Usage	6	15	11	22	15	21	20	0	0	0	0	0	110	101	8.91%
Teaching Kitchen Usage	22	25	20	19	11	13	10	0	0	0	0	0	120	142	-15.49%
CFI Room/Suite Usage	526	607	685	625	654	556	552	0	0	0	0	0	4,205	3,356	25.30%
Volunteers	415	391	349	349	388	362	352	0	0	0	0	0	352	408	-13.73%
Volunteer Hours	1,185	1,030	1,102	1,085	1,131	1,142	1,170	0	0	0	0	0	7,845	8,620	-8.99%
Computer Sessions	1,931	2,070	2,197	1,884	1,917	1,941	2,276	0	0	0	0	0	14,216	17,390	-18.25%
Holds Filled	4,742	5,141	4,397	4,566	4,524	4,754	5,091	0	0	0	0	0	33,215	30,485	8.96%
eFPL Usage	51,519	46,191	44,918	49,556	52,267	54,294	37,259	0	0	0	0	0	336,004	325,980	3.08%
Bandwidth Consumed	7,310	10,760	10,490	10,500	8,490	8,350	9,480	0	0	0	0	0	65,380	56,210	16.31%
Unique Users	5,886	8,202	7,601	8,161	7,455	6,581	6,648	0	0	0	0	0	50,534	52,977	-4.61%

YTD Key Performance Measures





Fayetteville Public Library

Strategic Plan Progress Report June – July 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. Offered weekly wellness Adult & Reference programs including “Yoga @ FPL” and “Mindfulness Meditation” in addition to monthly “VariYoga Zen with Jen” and “Explorative Dance,” a three-part “Absolute Beginner Bachata” series and “Qigong.” Health information programs included “Caretaking for the Caregiver,” “Women's Reproductive & Sexual Health Talks - Perimenopause/Menopause & Mental Health,” “Embrace the Journey - What Is an End-of-Life Doula & When Might I Need One?,” “Understanding Alzheimer's - with UAMS College of Medicine Department of Geriatrics,” “Adaptive Sports Field Day” and “Estate Planning for Vulnerable Adult Dependents.”
 - ii. Provided arts and entertainment events, including “Northwest Arkansas Audio Theater's The Patriot Hour,” “Mountain Street Stage: Beau Jennings,” “Arkansas Archaeology – Museum at the Library,” “A Letter to My Husband – Film Screening & Discussion,” “Sketching Club with Artist Laura Ramirez,” “Mountain Street Stage: Rupert Wates,” “Rebel with a Cause – Film Screening & Discussion” (98 attendees!), “Mushroom Felt Ornaments,” “Unearth a Good Book,” “DIY Nature Journals – Phenology,” “Puzzle Swap,” “Mountain Street Stage: Peyton Rosell & Tiesha – Midsummer Eunoia,” “Mountain Street Stage: Sean Gaskell,” “Mah Jongg Madness,” “Bad Art Night: Self-Portraits,” “Build a Mason Jar Terrarium,” “Introduction to Geocaching & Letterboxing” and “Beginner's Hand Embroidery Workshop.”
 - iii. Hosted adult educational programming :TED Democracy: Founding Futures Livestream,: Saving & Investing Basics - Financial Education with Arvest Bank,” “Disappearance in Devil's Den - The Story of Mary Katherine Van Alst,” “Forgotten Fayetteville II – Book Launch,” “Author Talk: Elizabeth Margulis - *Transported: The Everyday Magic of Musical Daydreams*,” “The Entomologists Guide to the Galaxy - Arthropod History & Success,” “Credit 101 – Financial Education with Arvest Bank,” “ServSafe® Food Protection Manager Certification,” “If You Plant It, They Will Come,” “Writing Club for Adults,” “Introduction to American Sign Language (ASL),” “Introduction to Online Resources,” “Arkansas Workforce Connections – Veterans Outreach,” “Honey, The Superfood” and “J.H. Phipps – An Ozark Timber Baron.”
 - iv. Included weekly Genealogy programs such as “Volunteer Genealogy Assistance with DAR Members,” “Genealogy for Beginners - How to Start a Family Tree,” “Introduction to Newspapers.com,” “Genealogy Writing Workshop - Monthly Writing & Critique Group,” “Break Down Genealogy Brick Walls,” “Tales & Traditions,” “Fayetteville National Cemetery & Oaks Cemetery Tours,” “Introduction and Virtual: A User's Guide to the DAR Library.”

- v. Held Teaching Kitchen programs such as “Conquer the Kitchen: Salad Dressings,” “Burning Through the Basics - So You Want to Work in a Kitchen?,” “Conquer the Kitchen: Spring Rolls” and “Reconquista La Cocina: Tacos de Pescado con Salsa de Mango.”
- vi. Registrations for the Summer Reading Club across all ages was: 3,094.
- vii. Hosted 8 Wild for Wednesday performances in June and July with an average attendance of 313. Many camps and daycares attend one or multiple performances, as well as kids and caregivers.
- viii. Provided 7 Super Saturdays in June and July with an average attendance of 146.
- ix. Continued 6 story times per week.
- x. Increased summer drop-in programming to make things more accessible to more people. We had 10 school-age drop-in programs over the summer with an average attendance of 55 people. This did not count story times or other preschool drop-in programs.
- xi. Had 9 Family Fun drop-in programs on Sunday, with an average attendance of 48 people. Our Sunday audience is typically different than our weekday audience, so this program is there to fill a gap for people who do not attend programs during the week.
- xii. Averaged 63 attendees over 7 weeks of the Fun Friday programs for Preschool children. The most popular performer is local musician and music teacher, T. Schremmer.
- xiii. Summer Teen programs included “Teen Cuisine,” two full weeks of D&D, writing classes, “Teen Book Club,” “Teen Lock-In,” “Micro-Verse, Macro Imagination” with Mud Cult, “Quill & Thrill,” “Crime Scene Investigation,” “Trash Talks” archeology program, “Teen Advisory Board,” “Greek Hero Games,” and our “7-Up” volunteer program.
- xiv. Listeners, Children and Teens read a combined 29,737 hours this summer. That’s 1,239 full days of reading!

II. **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 the first Story Walk program in partnership with Canopy NWA for an English and Arabic reading of “Whatever Comes Tomorrow.”
- ii. Provided a tour to University of the Ozarks students and Newcomers of Fayetteville.
- iii. Hosted a pop-up bookmobile event at Summer Moon Coffee.
- iv. Visited Morgan Manor to distribute flyers and prepare residents for a monthly bookmobile stop at their location.
- v. Began discussions with the VA Home and Brookstone Assisted Living to add them as a bookmobile spot.
- vi. Served the community through 18 bookmobile stops; interacted with 320 people and checked out 323 items.
- vii. Attended several community events, including: Naturals Family Night, Saturday Farmer’s Markets, Kidz Night at Gulley Park, Juneteenth Celebration at Spring Street Studios, World Refugee Day, and NWA Pride Festival. Staff interacted with over 1,420 people across these events.
- viii. Partnered with Reference Services to bring a Libby Learning Session to the residents of Grand Village Assisted Learning.
- ix. Partnered with NWA Food Bank and Daryl Brigman’s Capoeira company to host Books & Bites for YRCC’s Summer group. Staff interacted with 58 youths.

x. Met with the UA Music Department and Chase Bank to explore future bookmobile programming partnerships.

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

a. Staff

i. Hired A. Dollar and M. Morgan as new part-time LSGs in Circulation.

ii. Hired E. Tollett, formerly of Circulation, a part-time LSG in Adult & Reference.

iii. C. Boland, Genealogy Librarian in Adult & Reference, and J. Smith, Youth Librarian, were accepted into the Fayetteville Chamber of Commerce Leadership Academy.

iv. Added J. Collier as a part-time LSG in Youth Services.

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

Key Financial Snapshot

	Year-to-Date	Budget	Status
Revenue (Unrestricted)	\$4,763,455	\$10,415,091 (annual)	Slightly below YTD budget
Property Tax	\$3,327,426	\$7,117,664 (annual)	Slightly below YTD budget
Expenditures (Unrestricted)	\$5,612,274	\$6,541,666 (YTD)	Below plan
Personnel Expenditures (Unrestricted)	\$3,798,158	\$3,890,144 (YTD)	Slightly below plan

Where We Stand

The library's finances continue to track as expected.

Spending remains below plan, and 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 below plan. At this time, nothing changes our expectations for the year.

Revenue

Year-to-date unrestricted revenue totals \$4.8 million compared with a year-to-date budget of \$5.7 million.

Property tax revenue, the library's largest revenue source, is below YTD budget, with \$3.3 million received compared with \$3.4 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 slightly below plan.

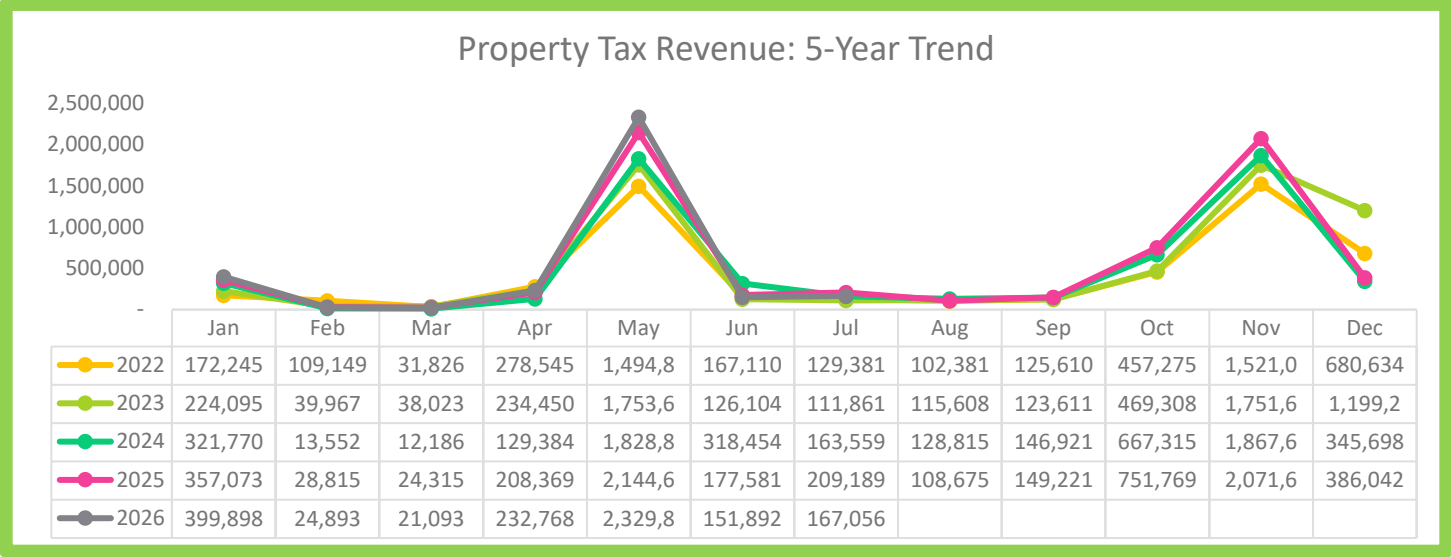
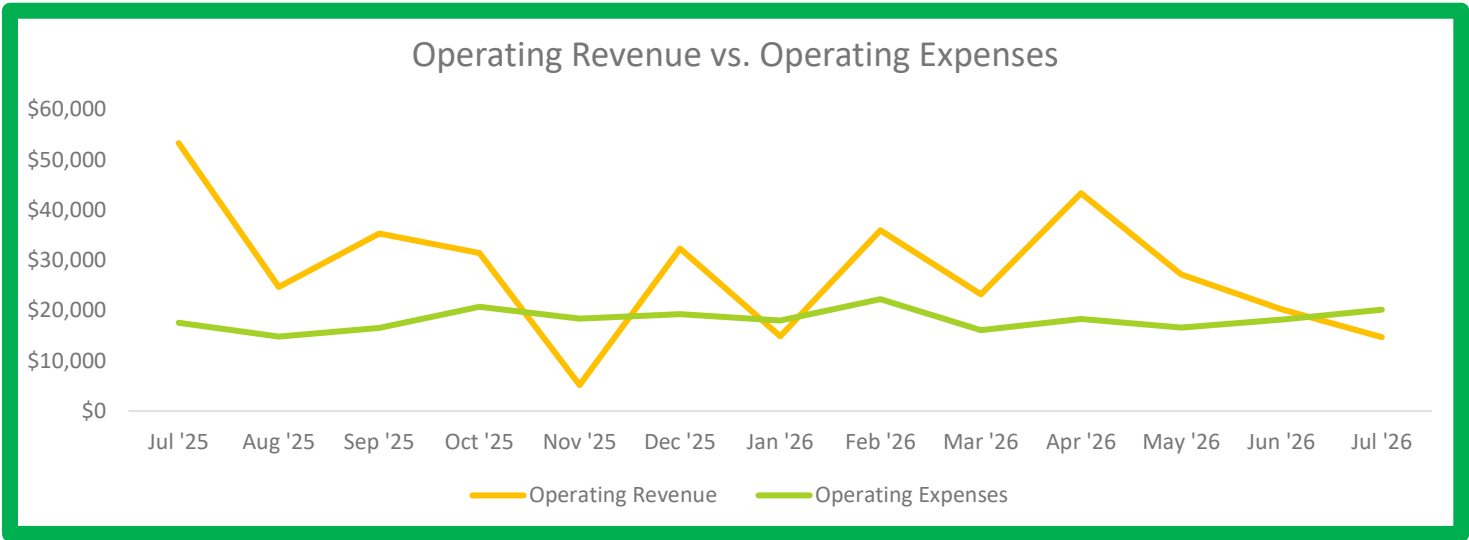
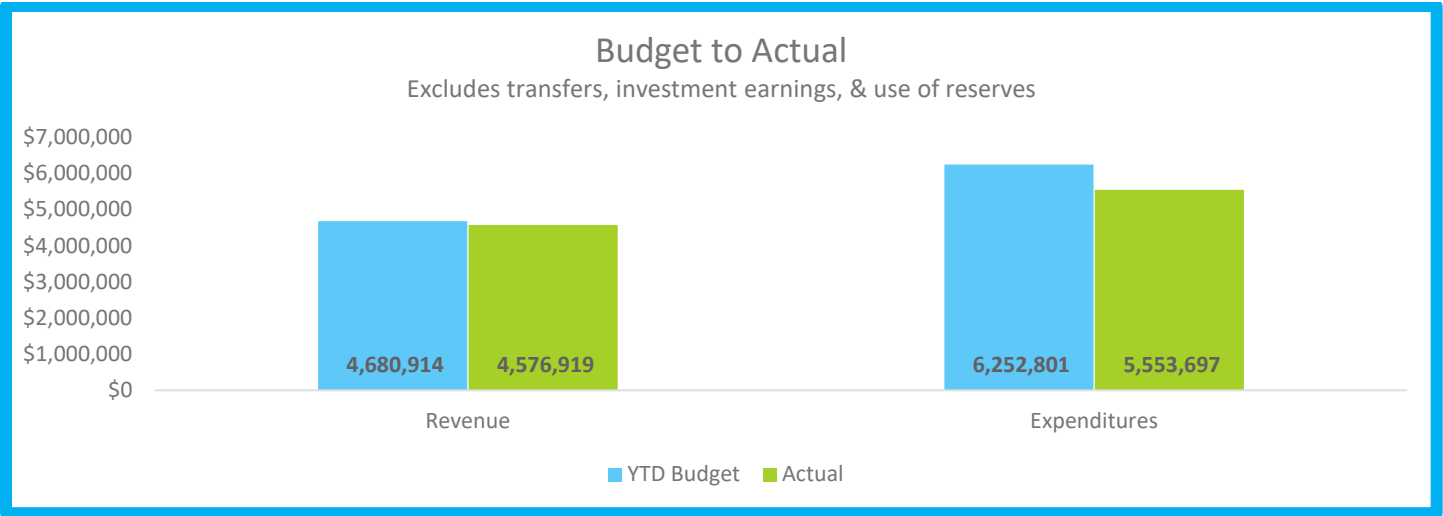
Expenditures

Year-to-date unrestricted expenditures total \$5.6 million compared with a year-to-date budget of \$6.5 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 July 31, 2026

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date 07/31/2026	Period Ending 07/31/2026	Month Ending 07/31/2026	07/31/2026	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	3,449,796.00	3,327,426.22	167,056.06	0.00	3,790,238	46.7 %
Local Tax Support	7,117,664.00	0.00	7,117,664.00	3,449,796.00	3,327,426.22	167,056.06	0.00	3,790,238	46.7 %
City of Fayetteville Transfers									
4880 - Ext. Transfer from City - Operations	1,812,401.00	0.00	1,812,401.00	1,057,236.00	1,057,233.94	151,033.42	0.00	755,167	58.3 %
City of Fayetteville Transfers	1,812,401.00	0.00	1,812,401.00	1,057,236.00	1,057,233.94	151,033.42	0.00	755,167	58.3 %
State Aid & Grant Revenue									
4010 - State Library Turnback	135,000.00	0.00	135,000.00	67,500.00	78,879.00	0.00	0.00	56,121	58.4 %
State Aid & Grant Revenue	135,000.00	0.00	135,000.00	67,500.00	78,879.00	0.00	0.00	56,121	58.4 %
Charges for Services									
4201 - Lease Income	50,400.00	22,000.00	72,400.00	43,900.00	43,900.00	7,700.00	0.00	28,500	60.6 %
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	18,507.00	16,295.00	2,105.00	0.00	24,905	39.6 %
4205 - Copier & Printer Income	6,000.00	0.00	6,000.00	3,642.00	15,271.40	2,682.56	0.00	(9,271)	254.5 %
4220 - Merchandise Sales	800.00	0.00	800.00	484.00	103.00	0.00	0.00	697	12.9 %
4225 - Taxable Merchandise Sales	0.00	0.00	0.00	0.00	571.92	27.33	0.00	(572)	0.0 %
4240 - Discounts	0.00	0.00	0.00	0.00	(330.00)	(50.00)	0.00	330	0.0 %
4302 - Fees	70,000.00	0.00	70,000.00	39,849.00	36,632.32	4,928.91	0.00	33,368	52.3 %
4995 - Cash Over and Short	0.00	0.00	0.00	0.00	(57.24)	4.50	0.00	57	0.0 %
Charges for Services	190,400.00	0.00	190,400.00	106,382.00	112,386.40	17,398.30	0.00	78,014	59.0 %
Contributions & Donations									
4650 - Contributions - Undesignated	0.00	0.00	0.00	0.00	684.24	48.28	0.00	(684)	0.0 %
Contributions & Donations	0.00	0.00	0.00	0.00	684.24	48.28	0.00	(684)	0.0 %
Miscellaneous Revenue									
4992 - Misc. Revenue	0.00	0.00	0.00	0.00	309.30	78.48	0.00	(309)	0.0 %
Miscellaneous Revenue	0.00	0.00	0.00	0.00	309.30	78.48	0.00	(309)	0.0 %
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 %

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

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date 07/31/2026	Period Ending 07/31/2026	Month Ending 07/31/2026	07/31/2026	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	103,239.91	0.00	0.00	22,386	82.2 %
Transfers In	395,626.00	0.00	395,626.00	232,813.00	153,239.91	0.00	0.00	242,386	38.7 %
Investment Earnings									
Investment Income	0.00	0.00	0.00	0.00	33,296.20	5,106.89	0.00	(33,296)	0.0 %
Total Investment Earnings	0.00	0.00	0.00	0.00	33,296.20	5,106.89	0.00	(33,296)	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	5,677,727.00	4,763,455.21	340,721.43	0.00	5,651,636	45.7 %

Expenditures

Personnel Services

Salary & Wages

5100 - Salaries	2,509,933.00	3,261.00	2,513,194.00	1,457,140.00	1,498,502.52	219,025.77	0.00	1,014,691	59.6 %
5102 - Hourly Wages	2,645,836.00	0.00	2,645,836.00	1,532,599.00	1,213,569.01	171,828.10	0.00	1,432,267	45.9 %
5103 - Overtime	0.00	0.00	0.00	0.00	20,108.71	3,737.09	0.00	(20,109)	0.0 %
5105 - Vacation Pay	0.00	0.00	0.00	0.00	133,827.77	20,416.42	0.00	(133,828)	0.0 %
5106 - Sick Pay	0.00	0.00	0.00	0.00	64,775.90	7,215.67	0.00	(64,776)	0.0 %
5112 - Holiday Pay	0.00	0.00	0.00	0.00	92,401.13	17,007.23	0.00	(92,401)	0.0 %
5113 - Social Security Taxes	394,419.00	0.00	394,419.00	228,468.00	219,644.04	31,885.83	0.00	174,775	55.7 %
5115 - Unemployment	7,264.00	0.00	7,264.00	7,264.00	3,325.29	121.58	0.00	3,939	45.8 %
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	3,261.00	5,605,713.00	3,270,471.00	3,272,655.69	471,237.69	0.00	2,333,057	58.4 %

Employee Benefits

5110 - Salary Contingency	115,522.00	0.00	115,522.00	43,322.00	0.00	0.00	0.00	115,522	0.0 %
5120 - Health Insurance	454,174.00	0.00	454,174.00	264,941.00	232,581.45	32,628.58	0.00	221,593	51.2 %
5121 - Health Savings Account	85,335.00	0.00	85,335.00	49,790.00	44,566.87	6,588.85	0.00	40,768	52.2 %
5122 - Life Insurance	18,497.00	0.00	18,497.00	10,725.00	10,420.34	1,538.00	0.00	8,077	56.3 %
5135 - Retirement Saving Plan	433,133.00	0.00	433,133.00	250,895.00	237,934.09	34,161.89	0.00	195,199	54.9 %
Employee Benefits	1,106,661.00	0.00	1,106,661.00	619,673.00	525,502.75	74,917.32	0.00	581,158	47.5 %
Total Personnel Services	6,709,113.00	3,261.00	6,712,374.00	3,890,144.00	3,798,158.44	546,155.01	0.00	2,914,216	56.6 %

This report reflects only unrestricted funds within Fund 10.

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

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date 07/31/2026	Period Ending 07/31/2026	Month Ending 07/31/2026	07/31/2026	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	58,813.00	37,193.01	6,577.79	0.00	52,793	41.3 %
5201 - Small Tools & Equipment	25,000.00	0.00	25,000.00	14,100.00	2,485.32	0.00	0.00	22,515	9.9 %
5203 - Medical Supplies	2,025.00	0.00	2,025.00	1,325.00	14.26	0.00	0.00	2,011	0.7 %
5210 - Food & Catering for Events	5,350.00	0.00	5,350.00	1,685.00	1,520.45	331.61	0.00	3,830	28.4 %
5218 - Cleaning Supplies	60,050.00	0.00	60,050.00	35,050.00	42,355.73	8,707.33	0.00	17,694	70.5 %
5220 - Tech Supplies	21,700.00	0.00	21,700.00	12,700.00	15,509.05	2,420.77	0.00	6,191	71.5 %
5224 - Landscape Materials	11,400.00	0.00	11,400.00	6,800.00	230.72	230.72	0.00	11,169	2.0 %
5226 - Merchandise for Resale	1,300.00	0.00	1,300.00	1,300.00	1,426.75	0.00	0.00	(127)	109.8 %
5230 - Computer Hardware Supplies	53,000.00	0.00	53,000.00	29,250.00	38,065.09	6,794.62	0.00	14,935	71.8 %
5235 - Signage	6,805.00	0.00	6,805.00	4,154.00	9,180.03	1,572.42	0.00	(2,375)	134.9 %
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	66,967.00	56,062.36	2,529.16	0.00	32,810	63.1 %
5252 - Repair Parts & Damaged Repairs	1,500.00	0.00	1,500.00	900.00	265.69	26.03	0.00	1,234	17.7 %
5255 - Circulating Equipment	200.00	0.00	200.00	200.00	247.32	18.74	0.00	(47)	123.7 %
5260 - Print Books	33,750.00	0.00	33,750.00	19,687.00	0.00	0.00	0.00	33,750	0.0 %
5265 - E-Book	63,360.00	44,000.00	107,360.00	80,961.00	0.00	0.00	0.00	107,360	0.0 %
5900 - Miscellaneous Expense	0.00	0.00	0.00	0.00	136.90	17.00	0.00	(137)	0.0 %
Materials & Supplies	465,298.00	44,000.00	509,298.00	334,892.00	206,192.68	29,226.19	0.00	303,105	40.5 %
Services & Charges									
5301 - Advertisement	10,191.00	0.00	10,191.00	6,526.00	6,686.69	843.52	0.00	3,504	65.6 %
5303 - Subscriptions, Publications and Dues	107,476.00	(50,000.00)	57,476.00	50,544.00	31,886.25	3,740.19	0.00	25,590	55.5 %
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	11,665.00	7,572.42	7,500.00	0.00	12,428	37.9 %
5350 - Programming Services	172,170.00	0.00	172,170.00	161,870.00	82,871.94	4,532.29	14,000.00	75,298	56.3 %
5358 - Hospitality	1,400.00	0.00	1,400.00	700.00	959.37	38.33	0.00	441	68.5 %
5360 - Mileage Reimbursement	5,692.00	0.00	5,692.00	2,392.00	100.27	0.00	0.00	5,592	1.8 %
5361 - Training & Development	70,911.00	0.00	70,911.00	41,095.00	26,211.12	1,775.30	0.00	44,700	37.0 %
5362 - Travel	71,904.00	0.00	71,904.00	42,075.00	33,305.85	3,394.46	0.00	38,598	46.3 %
5375 - Employee Recognition	37,842.00	0.00	37,842.00	11,371.00	10,364.84	851.09	0.00	27,477	27.4 %
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	8,400.00	10,223.10	1,848.03	0.00	4,177	71.0 %
5424 - Equipment Lease/Rental	7,000.00	0.00	7,000.00	2,915.00	4,208.73	0.00	0.00	2,791	60.1 %
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	10,710.00	13,235.82	6,196.32	0.00	4,574	74.3 %
5423 - Other Rental	19,200.00	0.00	19,200.00	11,200.00	17,796.25	2,297.55	0.00	1,404	92.7 %

This report reflects only unrestricted funds within Fund 10.

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

Preliminary: Subject to Audit

	Year Ending 12/31/2026			Year To Date 07/31/2026	Period Ending 07/31/2026	Month Ending 07/31/2026	07/31/2026	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	16,000.00	14,772.11	0.00	0.00	17,228	46.2 %
5395 - Bank Service Charges	25,000.00	0.00	25,000.00	14,588.00	14,726.29	2,264.06	0.00	10,274	58.9 %
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	29,100.00	99,100.00	99,100.00	0.00	0.00	0.00	99,100	0.0 %
Services & Charges	887,596.00	(27,700.00)	859,896.00	685,451.00	411,724.80	35,281.14	14,000.00	434,171	49.5 %
5340 - Audit	56,000.00	0.00	56,000.00	56,000.00	53,000.00	0.00	0.00	3,000	94.6 %
5341 - Legal	17,550.00	0.00	17,550.00	10,238.00	14,633.41	1,836.00	0.00	2,917	83.4 %
5344 - Contract Services	398,250.00	134,137.00	532,387.00	429,348.00	164,495.26	43,571.35	189,978.73	177,913	66.6 %
Purchased Professional and Technical Services	471,800.00	134,137.00	605,937.00	495,586.00	232,128.67	45,407.35	189,978.73	183,830	69.7 %
5310 - Telecommunications	36,360.00	0.00	36,360.00	21,210.00	12,394.53	467.91	0.00	23,965	34.1 %
5312 - Natural Gas	35,000.00	0.00	35,000.00	24,500.00	29,852.46	557.42	0.00	5,148	85.3 %
5314 - Electricity	286,000.00	0.00	286,000.00	168,000.00	143,294.98	32,271.52	0.00	142,705	50.1 %
5316 - Municipal Water	27,600.00	0.00	27,600.00	16,100.00	12,814.45	1,870.08	0.00	14,786	46.4 %
Utilities	384,960.00	0.00	384,960.00	229,810.00	198,356.42	35,166.93	0.00	186,604	51.5 %
Total Services & Charges	1,744,356.00	106,437.00	1,850,793.00	1,410,847.00	842,209.89	115,855.42	203,978.73	804,604	56.5 %
Maintenance									
5401 - Building Maintenance	63,600.00	20,000.00	83,600.00	57,100.00	48,486.07	6,430.41	0.00	35,114	58.0 %
5405 - Landscape Maintenance	10,000.00	0.00	10,000.00	6,300.00	225.00	0.00	0.00	9,775	2.2 %
5410 - Equipment Maintenance	66,778.00	0.00	66,778.00	57,153.00	28,146.48	498.38	0.00	38,632	42.1 %
Maintenance	140,378.00	20,000.00	160,378.00	120,553.00	76,857.55	6,928.79	0.00	83,520	47.9 %
Transfers Out									
6020 - Int. Transfer Out	0.00	577,730.00	577,730.00	288,865.00	288,865.00	0.00	0.00	288,865	50.0 %
Transfers Out	0.00	577,730.00	577,730.00	288,865.00	288,865.00	0.00	0.00	288,865	50.0 %
Capital Outlay	587,047.00	15,833.00	602,880.00	496,365.00	399,990.86	55,773.26	26,308.68	176,580	70.7 %
Total Expenditures	9,646,192.00	767,261.00	10,413,453.00	6,541,666.00	5,612,274.42	753,938.67	230,287.41	4,570,891	56.1 %
Change in Net Assets	4,899.00	(3,261.00)	1,638.00	(863,939.00)	(848,819.21)	(413,217.24)	(230,287.41)	1,080,745	(65,879.5) %

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

Preliminary: Subject to Audit

	Year Ending 12/31/2026	10--Library Operations	15--Expansion - Operations	20--Long Term - Reserve	30--Facility Reserve	40--Furniture & Equipment Reserve	50--Technology Equipment Reserve	70--Bond Debt Service Fund	85--Events	All Funds	Year To Date Remaining Budget Includes Encumbrance
	Amended Budget	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	YTD Actual	
Revenue											
Local Tax Support	11,057,977.00	3,327,426.22	0.00	0.00	0.00	0.00	0.00	1,597,162.17	0.00	4,924,588.39	6,133,388.61
City of Fayetteville Transfers	2,412,401.00	1,348,900.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,348,900.60	1,063,500.40
State Aid & Grant Revenue	229,500.00	142,902.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142,902.45	86,597.55
Charges for Services	503,220.00	112,386.40	0.00	0.00	0.00	0.00	0.00	0.00	179,602.50	291,988.90	211,231.10
Contributions & Donations	3,856.55	13,540.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,540.79	(9,684.24)
Miscellaneous Revenue	0.00	309.30	0.00	0.00	0.00	0.00	0.00	0.00	3.69	312.99	(312.99)
Transfers In	1,073,356.00	153,239.91	0.00	0.00	150,000.00	0.00	138,865.00	0.00	0.00	442,104.91	631,251.09
Investment Earnings											
Investment Income	0.00	33,296.20	11,696.54	31,119.35	15,057.77	6,659.74	10,314.51	0.00	1,607.13	109,751.24	(109,751.24)
Gain/Loss - Realized	0.00	0.00	0.00	80.84	56.40	13.16	22.56	0.00	0.00	172.96	(172.96)
Gain/Loss - Unrealized	0.00	0.00	0.00	(31,402.38)	(13,788.41)	(7,189.86)	(9,970.66)	0.00	0.00	(62,351.31)	62,351.31
Investment Management Fees & Expenses	0.00	0.00	0.00	(3,475.00)	(1,716.00)	(822.00)	(1,194.00)	0.00	0.00	(7,207.00)	7,207.00
Total Investment Earnings	0.00	33,296.20	11,696.54	(3,677.19)	(390.24)	(1,338.96)	(827.59)	0.00	1,607.13	40,365.89	(40,365.89)
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	16,551,623.90	5,132,001.87	11,696.54	(3,677.19)	149,609.76	(1,338.96)	138,037.41	1,597,162.17	181,213.32	7,204,704.92	9,346,918.98
Expenditures											
Personnel Services											
Salary & Wages	5,899,896.72	3,350,572.92	0.00	0.00	0.00	0.00	0.00	0.00	99,170.93	3,449,743.85	2,450,152.87
Employee Benefits	1,140,723.00	539,225.00	0.00	0.00	0.00	0.00	0.00	0.00	20,513.01	559,738.01	580,984.99
Total Personnel Services	7,040,619.72	3,889,797.92	0.00	0.00	0.00	0.00	0.00	0.00	119,683.94	4,009,481.86	3,031,137.86
Materials & Supplies	1,364,302.22	708,652.97	0.00	0.00	0.00	0.00	0.00	0.00	524.56	709,177.53	655,124.69
Services & Charges	1,937,666.00	870,978.43	0.00	0.00	0.00	0.00	0.00	0.00	9,574.82	880,553.25	853,405.49
Maintenance	206,978.00	81,616.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81,616.97	125,361.03
Transfers Out	4,888,043.00	288,865.00	50,000.00	0.00	0.00	0.00	0.00	1,597,162.17	0.00	1,936,027.17	2,952,015.83
Capital Outlay	1,059,478.07	422,464.35	0.00	0.00	25,562.81	0.00	105,298.82	0.00	16,753.77	570,079.75	429,875.73
Total Expenditures	16,497,087.01	6,262,375.64	50,000.00	0.00	25,562.81	0.00	105,298.82	1,597,162.17	146,537.09	8,186,936.53	8,046,920.63
Change in Net Assets	54,536.89	(1,130,373.77)	(38,303.46)	(3,677.19)	124,046.95	(1,338.96)	32,738.59	0.00	34,676.23	(982,231.61)	1,299,998.35

Filter tab and prompt selections:

As of date: 07/31/2026 ; Department: All; Include subdimensions: Off; Hide inactives ; 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 07/31/2026	15--Expansion - Operations Month Ending 07/31/2026	20--Long Term - Reserve Month Ending 07/31/2026	30--Facility Reserve Month Ending 07/31/2026	40--Furniture & Equipment Reserve Month Ending 07/31/2026	50--Technology Equipment Reserve Month Ending 07/31/2026	60--Capital Construction Fund Month Ending 07/31/2026	70--Bond Debt Service Fund Month Ending 07/31/2026	85--Events Month Ending 07/31/2026	All Funds Month Ending 07/31/2026
Assets										
Cash & Investments										
1000 - Undeposited Funds	1,071	0	0	0	0	0	0	0	11,650	12,721
1003 - Petty Cash	1,189	0	0	0	0	0	0	0	0	1,189
1009 - Bank of Fayetteville - FPL	39,877	0	0	0	0	0	0	0	(274)	39,603
1020 - Arvest - Library Operations	494,110	0	0	0	0	0	0	0	0	494,110
1025 - Arvest - Events	0	0	0	0	0	0	0	0	216,042	216,042
1030 - First Security - FPL	479,755	0	0	0	0	0	0	0	0	479,755
1100 - Schwab FPL - Operating	1,233,973	0	0	0	0	0	0	0	0	1,233,973
1105 - Schwab FPL - Expansion O&M	0	636,954	0	0	0	0	0	0	0	636,954
1110 - Schwab FPL - Long Term	0	0	1,846,084	0	0	0	0	0	0	1,846,084
1115 - Schwab FPL - Facilities Replace- ment	0	0	0	1,001,724	0	0	0	0	0	1,001,724
1120 - Schwab FPL - Furniture & Equip.	0	0	0	0	436,301	0	0	0	0	436,301
1125 - Schwab FPL - Technology	0	0	0	0	0	637,595	0	0	0	637,596
1130 - Schwab FPL - Expansion Capital	0	0	0	0	0	0	4	0	0	4
Total Cash & Investment	2,249,975	636,954	1,846,084	1,001,724	436,301	637,595	4	0	227,418	7,036,056
Receivables										
1200 - Claims Pending	0	0	0	0	0	0	0	0	0	0
1240 - Accounts Receivable	56,689	0	0	0	0	0	0	0	(3,650)	53,039
1243 - Grants Receivable	8,024	0	0	0	0	0	0	0	0	8,023
1265 - Sales Tax Rebate Receivable	940	0	0	0	0	574	0	0	0	1,515
1270 - Due From Other Funds	238,784	0	76,241	29	0	126,798	0	0	49	441,900
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	323,046	0	0	0	0	0	0	0	0	323,046
1281 - 10 Due From 85	477,141	0	0	0	0	0	0	0	0	477,141
1282 - 85 Due From 10	0	0	0	0	0	0	0	0	640,021	640,021
1400 - Interfund	(1,232,239)	3,899,883	(1,115,401)	3,788	43,382	365,371	(192,504)	(1,772,280)	0	0
Total Receivables	7,428,560	3,899,883	(1,039,160)	3,817	43,382	492,743	(192,504)	1,854,684	636,420	13,127,824
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	91,189	0	0	0	0	0	0	0	0	91,190
1805 - Software	179,737	0	0	0	0	0	0	0	0	179,737
1811 - Books & Publications	2,636,385	0	0	0	0	0	0	0	0	2,636,385
1813 - Equipment	3,876,066	0	0	0	0	0	0	0	0	3,876,065
1815 - Furniture & Fixtures	263,427	0	0	0	0	0	0	0	60,681	324,108
1890 - Construction In Progress (CIP)	15,049	0	0	3,140	0	0	0	0	0	18,189
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	31,063	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	31,063	18,072,718
Total Assets	\$ 27,803,148	\$ 4,536,837	\$ 806,924	\$ 1,008,681	\$ 479,683	\$ 1,130,338	\$ (192,500)	\$ 1,854,684	\$ 894,901	\$ 38,322,696

Library Balance Sheet Fayetteville Public Library

Preliminary: Subject to Audit

	10--Library Operations Month Ending 07/31/2026	15--Expansion - Operations Month Ending 07/31/2026	20--Long Term - Reserve Month Ending 07/31/2026	30--Facility Reserve Month Ending 07/31/2026	40--Furniture & Equipment Reserve Month Ending 07/31/2026	50--Technology Equipment Reserve Month Ending 07/31/2026	60--Capital Construction Fund Month Ending 07/31/2026	70--Bond Debt Service Fund Month Ending 07/31/2026	85--Events Month Ending 07/31/2026	All Funds Month Ending 07/31/2026
Liabilities and Fund Balances										
Liabilities										
Accounts Payable										
2001 - Accounts Payable	139,290	0	0	0	0	0	0	0	0	139,290
2004 - Friends of FPL Pass through	2,117	0	0	0	0	0	0	0	0	2,117
2005 - FDN Designated Pass Through to FPL	(100,438)	0	0	0	0	0	0	0	0	(100,438)
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	0	22,500	28,700
2414 - Convenience Fee	(11)	0	0	0	0	0	0	0	0	(11)
2020 - Accrued Accounts Payable	104,178	0	0	0	0	0	0	0	0	104,178
Total Accounts Payable	152,129	0	0	0	0	0	0	0	22,500	174,629
Salaries & Benefits Payable										
2125 - Accrued Salaries & Wages	113,833	0	0	0	0	0	0	0	3,277	117,111
2130 - Voluntary Vision Insurance	1,000	0	0	0	0	0	0	0	0	999
2140 - Voluntary Life, STD & AD&D	1,749	0	0	0	0	0	0	0	0	1,750
2145 - Accrued Vacation	292,618	0	0	0	0	0	0	0	3,486	296,103
2147 - Voluntary Supp Ins - Cancer	74	0	0	0	0	0	0	0	0	74
2148 - Voluntary Supp Ins - AC, CR, HI	257	0	0	0	0	0	0	0	0	258
2149 - Voluntary Supp Ins - Will	84	0	0	0	0	0	0	0	0	83
2155 - Voluntary Dental Insurance	2,303	0	0	0	0	0	0	0	0	2,303
2160 - Accrued Sick Time	150,978	0	0	0	0	0	0	0	1,538	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	13,332	0	0	0	0	0	0	0	0	13,332
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	(369)	0	0	0	0	0	0	0	0	(369)
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	578,959	0	0	0	0	0	0	0	8,301	587,260
Other Payables										
2057 - Sales Tax	264	0	0	0	0	0	0	0	76	340
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	8	7
Total Other Payables	1,201	0	0	0	0	0	0	0	84	1,284
Deferred Revenue										
2410 - Deferred Revenue	496,045	0	0	0	0	0	0	0	28,950	524,996
Total Deferred Revenue	496,045	0	0	0	0	0	0	0	28,950	524,996
Due to Other Funds										
Due to Foundation	82	0	0	0	0	0	0	0	0	81

Library Balance Sheet Fayetteville Public Library

Preliminary: Subject to Audit

	10--Library Operations Month Ending 07/31/2026	15--Expansion - Operations Month Ending 07/31/2026	20--Long Term - Reserve Month Ending 07/31/2026	30--Facility Reserve Month Ending 07/31/2026	40--Furniture & Equipment Reserve Month Ending 07/31/2026	50--Technology Equipment Reserve Month Ending 07/31/2026	60--Capital Construction Fund Month Ending 07/31/2026	70--Bond Debt Service Fund Month Ending 07/31/2026	85--Events Month Ending 07/31/2026	All Funds Month Ending 07/31/2026
Due to Library	0	0	0	0	0	0	0	0	477,140	477,141
Due to Others	203,067	0	0	79,605	0	81,600	77,580	0	0	441,851
Internal Due To	640,021	0	0	0	0	0	0	0	0	640,022
Total Due to Other Funds	843,170	0	0	79,605	0	81,600	77,580	0	477,140	1,559,095
Total Liabilities	2,071,504	0	0	79,605	0	81,600	77,580	0	536,975	2,847,264
Fund Balance	25,731,644	4,536,837	806,924	929,076	479,683	1,048,738	(270,080)	1,854,684	357,926	35,475,432
Total Liabilities and Fund Balances	\$ 27,803,148	\$ 4,536,837	\$ 806,924	\$ 1,008,681	\$ 479,683	\$ 1,130,338	\$ (192,500)	\$ 1,854,684	\$ 894,901	\$ 38,322,696

MEMORANDUM

TO: Board of Trustees, Fayetteville Public Library

FROM: Communications and Marketing Department

DATE: August 17, 2026

SUBJECT: Department Analytics & Activity Report — June & July 2026

Executive Summary

Summer 2026 demonstrated exceptional public participation at the Fayetteville Public Library. Driven by high-impact Summer Reading Program (SRP) events, **1,962 new patron cardholder registrations**, record-setting digital engagement, and consistent website traffic, the library continues to serve as an indispensable hub for community connection across Northwest Arkansas.

This report outlines operational accomplishments, patron growth, programming participation, web and social media reach, press footprint, and calculated Earned Media Value (EMV) achieved during June and July 2026.

1. Strategic Marketing & Departmental Wins

The Marketing and Communications team executed several major campaigns alongside operational improvements this summer:

- **Strategic Planning Input:** Led public awareness efforts for the library's Strategic Plan survey, driving **1,800 total community responses** to help inform future service goals and library planning.
- **Call for Community Creators:** Promoted open applications across multiple channels for two major upcoming cultural events: the **Banned Books Art Competition** and the **Maker Faire**.
- **Campus Navigation & Signage:** Developed a comprehensive marketing and directional signage plan for the **South Parking Lot** to improve patron access, campus flow, and parking guidance.
- **Internal Operations:** Successfully processed, scheduled, and delivered **~30 cross-departmental marketing requests** submitted via the internal marketing form.

2. Patron Growth & Program Participation

FPL experienced significant community expansion over the summer, pairing strong new cardholder acquisition with robust event attendance.

- **New Patron Cardholders:** **1,962 new patrons** signed up for library cards during the summer season—highlighted by a surge of **1,052 new patrons in June** and **910 new patrons in July**.
- **Program Attendance:** FPL hosted **328 recorded events** serving **16,999 total attendees**. Youth programming and family-oriented special events (such as *Wild for Wednesday* and *Super Saturday*) were the primary attendance drivers, accounting for **71.3%** of total patronage.

Target Audience Category	June Attendance	July Attendance	Summer Total	Avg. / Event
Children's Programs (Storytimes, Toddlers, Youth)	3,213	3,686	6,899	77.5 attendees
Family & Special Events (<i>Wild for Wednesdays, SRP</i>)	2,725	2,494	5,219	137.3 attendees
Adult Programs (Health & Wellness, Genealogy, Clubs)	2,373	1,221	3,594	24.6 attendees
Teen Programs (Teen Clubs, TAB, Maker Kits)	437	850	1,287	23.4 attendees
Total Summer Programs	8,748	8,251	16,999	51.8 attendees

Top Attended Summer Event: The "*STATS – I Spy Window*" generated the highest individual participation, drawing **1,462 total patrons** across the two-month period (744 in June; 718 in July).

3. Digital Reach & Social Media Performance (Metricool)

Digital presence surged over the summer, led by high-performing Instagram Reels and localized Facebook engagement.

- **Combined Audience:** Expanded to **36.12K total followers** across channels (+0.92% growth in July).
- **Total Engagement:** Generated **374.62K total impressions** and **31.41K patron interactions** across June and July.
- **Instagram Highlight:** July impressions surged **+39.3% MoM** to 135.73K, while interactions grew **+77.3% MoM** to 6,868.

Top Social Media Posts: EMV Breakdown

Applying our established benchmarks of **\$10 CPM** (\$10 per 1,000 impressions) and **\$0.40 per engagement**:

Date	Post / Reel Topic	Platform	Views / Imp.	Interactions	CPM Value (\$10/k)	Eng. Value (\$0.40/ea)	Total EMV
07/22/26	"Holding it down in the Ozarks!"	IG Reel	35,800	3,354	\$358.00	\$1,341.60	\$1,699.60
06/13/26	"Businesses Without Buildings"	IG / FB	13,440	935	\$134.40	\$374.00	\$508.40
07/09/26	"Self-Check Accessibility Settings"	IG Reel	13,140	603	\$131.40	\$241.20	\$372.60
06/11/26	"Congratulations Sawyer (Bike Winner)"	IG Post	8,502	386	\$85.02	\$154.40	\$239.42
06/20/26	"Summer Reading Kickoff Recap"	IG Reel	6,797	188	\$67.97	\$75.20	\$143.17
Top 5 Total			77,679	5,466	\$776.79	\$2,186.40	\$2,963.19

Google Business Profile (Local Search)

- **Local Search Actions:** Patrons executed **17,813 specific actions** on Google Business (10,273 website clicks, 6,217 direction routes, 1,323 phone calls).
- **Reputation:** FPL received **46 new Google reviews** over June and July, maintaining a **4.63-star average rating**.

4. Website Analytics (Google Analytics GA4)

Faylib.org served as the primary digital gateway for event discovery, catalog searches, and Summer Reading logging.

GA4 Metric	June 2026	July 2026	Summer Total
Active Users	20,676	19,591	40,267 active users
Total Sessions	41,600	39,031	80,631 total sessions
Engaged Sessions	19,523 (46.9%)	19,402 (49.7%)	38,925 engaged sessions (48.3%)

Device Context: Mobile users represented 50.3% of traffic (22.6s avg session), while Desktop users comprised 48.4% of traffic with longer research engagement (averaging 56 seconds per session).

5. In the News & Earned Media Coverage

FPL appeared in **9 broadcasts, digital, and print news features** throughout June and July, maintaining **100% non-negative sentiment** across all outlets.

- **Paid Newsletter Campaigns:** Placed 3 targeted sponsorships in *NWA Daily* reaching approximately **138,000 subscribers** to promote TED Democracy events and the Strategic Plan survey.
- **Earned Local Broadcasts:** Featured on local TV news broadcasts (KFSM 5News and KNWA) regarding genealogy workshops, proposed state library rules, and court rulings on Act 372.
- **National Media Spotlight:** Featured nationally in *Upworthy* highlighting free public library perks and services.

Combined Earned Media Value (Traditional + Social): \$16,310.20+

Applying our established valuation benchmarks (**\$10 CPM** and **\$0.40 per engagement**), FPL's organic social media efforts across June and July generated **\$16,310.20 in Social Earned Media Value** (\$3,746.20 from 374,620 impressions + \$12,564.00 from 31,410 interactions). Combined with **6 earned traditional broadcast and print features** (covering local TV news segments on KFSM and KNWA alongside national coverage in *Upworthy*), the department achieved significant public awareness and brand equity without direct ad spend.

Glossary & Methodology Reference

- **Earned Media Value (EMV) Benchmark (\$0.40 / Engagement):** Social media interactions encompass a spectrum of patron actions—from low-effort likes to high-effort comments, bookmarks, and shares. Standard non-profit and public sector EMV benchmarks range from \$0.25 to \$0.50 per interaction; our flat **\$0.40 blended rate** offers a clean, defensible average reflecting high civic value (event registrations, survey responses, book holds).
- **CPM (\$10.00 / 1,000 Impressions):** A standard advertising industry metric (*Cost Per Mille*). Assumes every 1,000 times library content appears on a community member's screen, it holds an estimated organic promotional value of \$10.00.
- **Active Users vs. Sessions (GA4):** *Active Users* represent unique individuals who visited faylib.org (e.g., one person visiting 3 times = 1 User). *Sessions* represent total visits (3 visits = 3 Sessions).
- **Engaged Sessions (GA4):** Website visits lasting longer than 10 seconds, viewing 2+ pages, or completing a key action (e.g., registering for an event). Replaces the legacy "bounce rate" metric.
- **Impressions vs. Reach:** *Impressions* equal total screen views (a patron seeing a post twice = 2 impressions). *Reach* equals the number of unique individual accounts that viewed the content.

Fayetteville Public Library Foundation
CY 2026 Monthly Financial Update
Month Ending June 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

Revenue remains ahead of plan due to primarily strong Annual Fund activity and in-kind support received for the Library.

Money Coming In (Unrestricted)

Revenue: \$313,674.60 actual | \$129,198 planned

Fundraising Snapshot

Annual Fund | \$101,109 raised | YTD budget: \$45,500

Note: The in-kind gifts are included in the total revenue but do not represent cash received.

Summary: Fundraising continues to perform well. Annual Fund revenue is ahead of budget.

Money Going Out

Expenses: \$234,789 actual | \$214,088 planned

Spending appears higher than budget primarily because of support provided to the Library, including the donated aquarium and legal fees paid on the Library's behalf. Excluding those items, operating expenses are generally in line with expectations.

Library Support Summary (Year-to-Date)

Cash support provided to the Library: **\$8,046**
Non-cash support provided to the Library: **\$32,861** (aquarium)
Total Support provided: **\$40,907**

Staffing Overview

Personnel costs are approximately 8% above plan year-to-date. Staff will continue to monitor this area.

Summary: Staffing costs remain stable overall.

Restricted Funds Overview

Restricted gifts designated for the Library totaled \$56,857 YTD. This includes:
Restricted transfers to the Library total \$3,962 year-to-date.

Cash on Hand

Cash and investments total \$1,029,846, which covers about 26 months of average operating expenses.

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

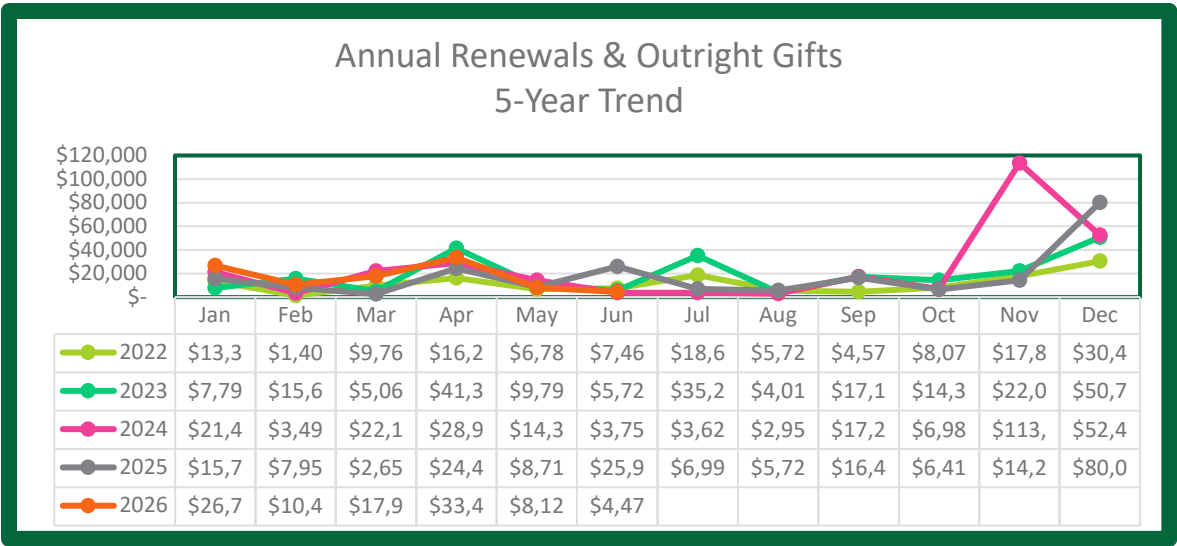
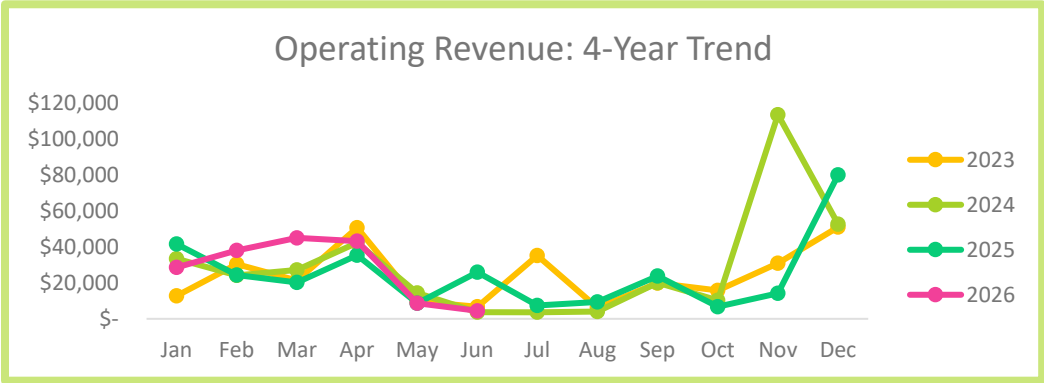
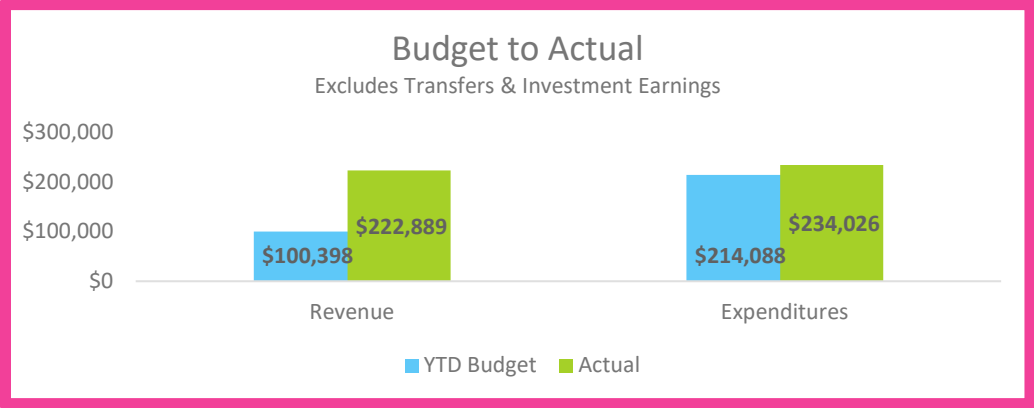
Looking Ahead

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

- Ongoing Annual Fund contributions
- Personnel costs.
- Grant administration and reimbursement activity.

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.





MEMO

To: Fayetteville Public Library Board of Trustees
From: David Johnson, Executive Director
Date: August 17, 2026
Re: Library Closure Policy Revision

Background

In August 2025, the Board approved the Library's annual closure schedule for 2026. As staff developed the 2027 calendar, it identified an opportunity to establish a more consistent approach for observing holidays that fall on weekends and for Library operating hours during the December holiday season.

Staff is recommending revisions to the **Closed Days Policy** that provide clearer and more predictable operating practices for employees and patrons. The proposed revisions would:

- Establish a standard method for observing standing holidays that fall on weekends.
- Establish recurring holiday-season early closing hours.

Once adopted, staff would apply these provisions each year when preparing and publishing the Library's annual operating calendar.

Discussion

Standing Library Closures

The Library's standing closures would be:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Sunday
- Memorial Day

- Juneteenth
- Independence Day
- Labor Day
- Staff Training Day (first Thursday in November)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas
- New Year's Eve

Holiday Observations

Staff proposes the following standard for observing standing holidays that occur on weekends:

- When a standing Library holiday falls on a Saturday, the holiday will be observed on the preceding Friday.
- When a standing Library holiday falls on a Sunday, the holiday will be observed on the following Monday.
- If the observed day is already a standing Library closure, no additional observed closure will be provided.

This approach creates a consistent and predictable annual closure schedule for employees and patrons, while providing a standard method for observing holidays that fall on weekends. The total number of closure days may vary from year to year based on the calendar, but the policy would be applied consistently. Easter Sunday would remain a Sunday closure and would not result in an additional observed weekday closure.

Holiday-Season Operating Hours

Staff suggests establishing the following recurring holiday-season operating schedule:

Beginning on the Monday preceding Christmas and continuing through December 30, the Library will close at 5:00 p.m. on weekdays when it would otherwise remain open later. The applicable dates will be identified each year in the annual Library calendar.

This recommendation reflects the Library's operating experience during the holiday season. Evening patron activity is typically lower during this period, and several days are already holidays or operate on reduced hours. Closing at 5:00 p.m. on the remaining weekdays would have a limited impact on public access while allowing the Library to better align operating hours and staffing with anticipated patron demand. This would also follow the pattern of Thanksgiving Eve, where the Library has traditionally closed at 5:00 p.m. for the same reasons mentioned above.

The proposed schedule would affect only a small number of weekday evenings each year

because weekends, existing Library closures, and days with established 5:00 p.m. closing times are excluded. Normal daytime operations and services would continue without change.

2027 Application of the Revised Policy

The following schedule illustrates how the revised **Closed Days Policy** would apply in 2027.

Standing Library Closure	2027 Library Closure Date(s)
New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Easter Sunday	Sunday, March 28
Memorial Day	Monday, May 31
Juneteenth	Friday, June 18 (Observed); Saturday, June 19
Independence Day	Sunday, July 4; Monday, July 5 (Observed)
Labor Day	Monday, September 6
Staff Training Day	Thursday, November 4
Thanksgiving Day	Thursday, November 25
Day after Thanksgiving	Friday, November 26
Christmas Eve	Friday, December 24 (<i>also serves as the observance of Christmas Day</i>)
Christmas Day	Saturday, December 25
Day after Christmas	Sunday, December 26
New Year's Eve	Friday, December 31

Holiday-Season Early Closing Schedule

Date or Period	Schedule Adjustment
Wednesday, November 24	Library closes at 5:00 p.m. for Thanksgiving Eve
Beginning on the Monday preceding Christmas and continuing through December 30	Library closes at 5:00 p.m. on weekdays when it would otherwise remain open later

Recommendation

Staff recommends that the Board approve the revised **Closed Days Policy**, which would:

1. Establish that standing holidays falling on a Saturday will be observed on the preceding Friday and standing holidays falling on a Sunday will be observed on the following Monday. If the observed day is already a standing Library closure, no additional observed closure will be provided.
2. Establish recurring holiday-season early closing hours beginning on the Monday

preceding Christmas and continuing through December 30 on weekdays when the Library would normally remain open later.

3. Authorize staff to prepare and publish future annual Library closure calendars in accordance with the policy without additional Board approval.

Code PA-59

Date Approved 06/12/95

Date Revised 09/09/96; 04/23/98; 01/20/00; 09/27/00;
06/18/07; 09/17/2013; 1/1/2015 (ED) 12/4/2015 (ED);
01/02/2019 (ED); 11/10/2019; 10/19/20; 10/18/21;
10/17/22; 08/21/23; 8/19/24; 9/20/24; 8/18/25;
8/17/2026

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Policy Name Closed Days

1. PURPOSE

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To establish the Library's annual closure schedule, holiday observance practices, and holiday-season operating hours.

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2. SCOPE

This policy applies to Fayetteville Public Library operations and establishes the Library's standing closures, holiday observance, and recurring holiday-season operating hours.

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3. POLICY

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a. Annual Standing Library Closures

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The Library will observe the following standing closures:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Sunday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Staff Training Day (First Thursday in November)
- Thanksgiving Eve (Library closes at 5:00 p.m.)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas
- New Year's Eve

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b. Holiday Observance

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When a standing Library holiday falls on a weekend:

- Holidays falling on a Saturday will be observed on the preceding Friday.
- Holidays falling on a Sunday will be observed on the following Monday.
- If the observed day is already a standing Library closure, no additional observed closure will be provided.

Exception: Easter Sunday will be observed only on Easter Sunday and will not result in an additional observed weekday closure

c. Holiday Season Operating Hours

On Thanksgiving Eve, the Library will close at 5:00 p.m. Additionally, beginning on the Monday preceding Christmas and continuing through December 30, the Library will close at 5:00 p.m. on weekdays when it would otherwise remain open later.

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The specific dates will be identified each year in the Library's annual operating calendar.

The Fayetteville Public Library is to be closed the following days in 2026:

— Thursday, January 1	— New Years Day
— Friday, January 2	— Day after New Years
— Monday, January 19	— Martin Luther King Jr. Day
— Sunday, April 5	— Easter Sunday
— Monday, May 25	— Memorial Day
— Friday, June 19	— Juneteenth
— Friday, July 3	— Third of July
— Saturday, July 4	— Fourth of July
— Monday, September 7	— Labor Day
— Thursday, November 5	— Staff Training Day
— Wednesday, November 25	— @ 5 p.m.
— Thursday, November 26	— Thanksgiving
— Friday, November 27	— Day after Thanksgiving
— Thursday, December 24	— Christmas Eve Day
— Friday, December 25	— Christmas Day
— Saturday, December 26	— Day after Christmas
— Thursday, December 31	— New Years Eve



MEMO

To: Fayetteville Public Library Board of Trustees
From: David Johnson, Executive Director
Date: August 17, 2026
Re: Children in the Library Policy Updates

Background

This update to the Children in the Library policy reflects adjustments to clarify procedures surrounding unattended children in the library.

As part of a regular review process, the following updates to the policy have been proposed:

Updates

- Strengthens the policy's focus on safety.
- Clarifies that parents and caregivers are responsible for supervising children while at the library.
- Clearly states that library staff and volunteers do not provide childcare.
- Adds clear procedures for staff to follow when there are child safety concerns.
- Adds procedures for handling children who remain at the library after closing.

Recommendation

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

Code: ND
Date: 10/19/20
Date Revised: 8/17/26

Policy: Children at the Library

A. Purpose

Fayetteville Public Library welcomes children of all ages. This policy is intended to support the safety and well-being of children while maintaining the library as a public space accessible to all.

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For the purpose of this policy, children are defined as birth to age 17.

B. Responsibility of Caregivers

1. Parents and/or adult caregivers are responsible for the care, supervision, behavior, and safety of their children while using the library.
2. Any child who cannot use the library safely and independently, for any reason, must be accompanied by a responsible adult caregiver who provides the level of supervision appropriate to the child's needs.
3. Children ages 5 and under, or those not yet in kindergarten, must be actively supervised at all times, meaning the parent or adult caregiver remains within sight and close enough to intervene promptly.

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C. Staff Role

Library staff and volunteers do not serve "in loco parentis". Staff cannot provide short-term or long-term childcare regardless of outside existing relationships. The library is a public facility with open access, and staff cannot monitor children on behalf of caregivers.

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D. Situations Requiring Staff Contact with Caregivers

Library staff will promptly contact a parent or caregiver when staff reasonably observe any of the following:

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1. A child is lost, separated from a caregiver, injured, ill, visibly distressed, or requesting assistance.
2. A child is engaging in conduct that poses an immediate risk of physical harm to the child or another person.
3. Staff observe conduct or receive credible information indicating that another person poses an immediate safety threat to a child.
4. A child's conduct violates library rules or creates an immediate risk of physical harm or material property damage.
5. A child who is expected to be picked up remains at the library at closing time.

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E. Staff Procedures in Situations Involving Child Safety

1. Staff will promptly notify the child's parent or caregiver using contact information provided by



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the child or otherwise reasonably available, unless staff reasonably believe that doing so would increase an immediate safety risk; in that event, staff will call 911.

2. If there is an immediate threat to health or safety, staff will call 911 without delay. In other situations requiring continued supervision, staff will contact local law enforcement if a parent or caregiver cannot be reached or does not arrive within 15 minutes after the first contact attempt.

3. Two staff members must remain with the child in a safe, public area until the parent, caregiver, or law enforcement arrives.

4. Under no circumstances shall staff remain alone with an unattended child or transport a child away from the library.

5. Staff will complete an incident report documenting the circumstances, contact attempts and times, law-enforcement involvement, and how the child left the library.

F. Unattended Minors at Closing

If a minor remains at the Library after closing, staff will follow Section E and these additional procedures:

1. Two staff members will remain with the minor in a safe, public area until the minor safely leaves under the minor's usual or caregiver-approved arrangement or is released to a parent, caregiver, or law-enforcement officer.

2. Staff will ask the minor for the parent's or caregiver's name and contact information and will immediately attempt to contact using all reasonably available telephone numbers.

3. 15 minutes after closing, if the minor has not been picked up and cannot safely leave under the minor's usual or caregiver-approved transportation plan, staff will contact local law enforcement, regardless of the minor's age.

4. Staff will call 911 immediately if the minor is injured, ill, threatened, or otherwise faces an immediate safety risk; otherwise, staff will use the non-emergency law-enforcement contact.

5. Staff will not remain alone with the child or transport the child offsite.

6. Staff will complete an incident report containing the information required by Section E.

G. Library Terrace

Children under 13 may not use the library terrace unless a parent or adult caregiver remains within sight and close enough to intervene promptly.

A. The library welcomes children of all ages. Our goal is to provide a clean, safe, comfortable and welcoming environment for all library users.

B. To ensure the safety of children in the library, parents and/or adult caregivers are responsible for their child's care, behavior and safety.

C. Children in need of supervision must be accompanied by a parent/caregiver to ensure the safety and well-being of the child. Children ages 5 and under or children under the grade level of kindergarten, must be actively supervised by a parent/caregiver.

D. The library cannot serve as long-term or short-term childcare. The library is a public building where people enter

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and leave freely without monitoring;

E. Library staff will refer to this policy when necessary, including in response to the following situations:

1. An unattended child is found frightened or crying in the library.
2. An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child.
3. An unattended child exhibits specific inappropriate behavior.
4. An unattended child has not been met by a responsible caregiver at closing time.

F. If a safety or behavioral concern is determined, library staff will attempt to contact the parent/caregiver. If that parent/caregiver cannot be reached within 15 minutes, the child may be asked to leave the premises or, if under 12 years of age, may be placed in the care of local law enforcement.

G. Children under 13 may not use the library terraces without active supervision of a parent or adult caregiver.



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MEMO

To: Fayetteville Public Library Board of Trustees
From: David Johnson, Executive Director
Date: August 17, 2026
Re: Photography & Filming Policy Updates

Background

The Photography and Filming Policy has not been updated since 2016. Since then, increased library use, the expansion of the facility, and the growth of social media and digital content creation have led to more frequent and varied photography and filming requests. This update clarifies expectations, establishes consistent procedures, and better protects patron privacy, safety, and the library experience.

Updates

- Clarifies purpose by balancing public photography with a safe, welcoming, and disruption free environment
- Defines distinct categories of use including personal, professional or commercial, and news media
- Establishes an approval process for professional and commercial use with clear timelines and requirements
- Strengthens patron privacy protections and confidentiality expectations
- Expands guidance on photographing minors, emphasizing permission and operator responsibility
- Introduces a clear list of restricted activities such as drones, blocking access, moving furniture, and staged disruptive content
- Strengthens enforcement language to support consistent staff response and protect library operations

Recommendation

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

Code: NH

Date: Approved 3/20/06

Date Revised: 10/17/16; 08/17/26

Policy: Photography & Filming

A. Purpose

As a public facility and community destination, Fayetteville Public Library generally permits photography and filming that supports its mission while maintaining an environment for study, research, programs, and equitable access. Photography and filming may not be used in a manner that disrupts library operations, interferes with access, or violates the Code of Conduct. This policy is intended to balance the public's ability to document their experience in the library with the library's responsibility to provide a safe, welcoming, and disruption-free environment for all patrons.

B. Authorized Photography and Filming

It is requested that the Library be credited properly in all photographs and films used for commercial purposes and as appropriate in non-commercial uses. Credit is not a condition of access.

1. Casual Personal Photography

Personal photography and filming using handheld devices is permitted for personal use.

- a. Only handheld equipment is allowed if it does not obstruct access or create a safety hazard; tripods, freestanding lighting, staging, and similar production activity require authorization under subsection 2.
- b. Activities must not materially disrupt Library operations, programs, services, or another person's use of the Library.
- c. Confidential patron records and personal privacy must be protected as provided in Section C.
- d. All activity must follow the Code of Conduct.

2. Organized, Staged, and Equipment-Assisted Photography

Organized, professional, or commercial photography or filming that involves posed participants, staging, non-handheld equipment, reserved or exclusive use of space, or Library staff support requires advance authorization.

- a. Requests should be submitted at least 72 hours in advance through the Photography & Filming Request Form when reasonably feasible.
- b. Requests must include contact information, proposed date and time, expected duration and participants, equipment, requested spaces, and a general description of the activity sufficient to identify operational needs.
- c. The Library may impose reasonable conditions based only on space availability, duration, attendance, equipment, staffing, insurance, safety, privacy, and confidentiality, non-disruption, and the intended use of the affected space.
- d. A production may be limited to particular locations or non-public hours and may



require an agreement, insurance, or staff coordination only when reasonably related to its demonstrated operational or safety impacts.

- e. Authorization will not be granted, conditioned, or denied based on the applicant's identity or the subject, message, or viewpoint of the activity. The Library will respond promptly and identify any conditions or reasons for denial in writing.

3. News Media

Credentialed media may engage in casual handheld photography and filming under subsection 1. Credentials and advance authorization are not required unless the activity has the operational characteristics described in subsection 2.

- a. Advance coordination with the Director of Communications & Marketing is encouraged for interviews, staff assistance, nonpublic access, or equipment needs. Coordination does not permit access to confidential patron records or create special access to patrons.

C. Patron Privacy and Confidentiality

1. Arkansas Code Annotated §§ 13-2-701 through -706 protects records retained by the Library that identify a patron as having requested, used, or obtained specific materials or services. No person may photograph or film circulation or account screens, reservation or registration information, reference transactions, computer screens, or materials in use in a manner that identifies another patron with specific materials, inquiries, searches, or services. Library staff will not disclose confidential library records or personally identifiable patron information except as permitted by law. When the law permits disclosure based on a patron's consent, that consent must be informed and written.
2. Before making an identifiable patron the subject of a photograph or recording, the camera operator must obtain that patron's affirmative consent. The operator must make reasonable efforts to avoid close-up or sustained recording of nonparticipants and must stop focusing on or following an identifiable person who asks not to be recorded. Photography and filming are prohibited in restrooms, lactation rooms, staff-only areas, and other nonpublic areas designated for privacy or safety.
3. Before making a minor child an identifiable subject, the camera operator must obtain affirmative permission from the child's parent or legal guardian.

D. Reasonable Restrictions and Prohibited Conduct

The following restrictions apply only to the extent reasonably necessary to protect confidentiality, privacy, safety, access, non-disruption, or the intended use of Library spaces. Any exception or authorization will be evaluated under the objective standards in the policy and without regard to content or viewpoint:

1. Recording in the private or nonpublic areas identified in Section C; recording confidential patron information; or operating drones or unmanned aerial devices without written authorization and compliance with applicable safety rules.
2. Blocking or materially impeding entrances, exits, aisles, service points, collections, emergency



- routes, or accessible paths.
- 3. Moving furniture, attaching equipment to Library property, occupying reserved space, or requiring patrons or staff to relocate without authorization
- 4. Using flash, lighting, amplified sound, cords, stands or other equipment when it creates material noise, glare, obstruction, or a safety hazard
- 5. Harassing, threatening, or unsafe conduct, or material interference with Library operations, programs, services, technology, staff duties, or another person's Library use
- 6. Staged content, interviews, performances, pranks, or social media activity may be limited only when and to the extent the activity causes conduct prohibited by this policy; the subject or viewpoint of the activity is not a basis for restriction

E. Library-Sponsored Photography

The Library may photograph or film programs, services, and facilities, including crowd, group, and incidental images at Library large events, for identified educational, informational, promotional, news, or archival purposes. The Library may use an image without written consent ~~only~~ when the image does not identify a person as having requested, used, or received specific Library materials ~~or services~~ and does not disclose confidential ~~patron library information records as that term is defined under :~~ Library-sponsored photography and filming must comply with Section C and Arkansas Code Annotated §§ 13-2-701 through 13-2-706.

Before publishing or otherwise disclosing an image that identifies a person's confidential library records as having requested, used, or received specific Library materials or services, or that discloses confidential patron information, the Library must obtain informed, written consent. For a minor, that consent must be provided by the minor's parent or legal guardian. ~~Event notices or signage are not a substitute for required informed, written consent.~~ The Library will use images only for the stated Library purposes and will not sell, license, or distribute identifiable patron images for unrelated third-party commercial use without the required informed, written consent.

F. Enforcement

Library staff may enforce this policy in a viewpoint-neutral manner. When feasible, staff will identify the specific conduct at issue and allow a reasonable opportunity to stop, relocate, or modify the activity. Immediate action may be taken to address a safety threat, privacy or confidentiality violation, material disruption, or obstruction. Removal or suspension of Library privileges will occur only under the Code of Conduct, applicable procedures, and law.

G. Contact Information

- 1. For questions or authorization requests, submit the Photography & Filming Request Form.
- 2. Media inquiries and requests should be directed to the Director of Communications & Marketing. Receipt or acknowledgement of a request is not approval; any required approval must be express and in writing from the Executive Director or a designee applying the standards in this policy.



~~As a public facility and community destination spot, Fayetteville Public Library welcomes and encourages visitors to photograph and film on the premises. This policy is intended to help maintain an appropriate environment for study, research and use of the library.~~

~~Professional photography (portraits, engagement, wedding, etc.) and filming sessions are permitted. Appointments must be scheduled with library administration. Credentialed media are encouraged to photograph and film in the library for press purposes.~~

~~All photography and filming must adhere to the following guidelines:~~

- ~~1. Impact on library service, operations and customers should be minimal.
 - a. Activities must not disturb library users or staff members.
 - b. Activities must not block access to library collections and areas.
 - c. Activities should take the safety of customers and staff into account.~~
- ~~2. Artificial lighting and additional photographic equipment such as reflectors are not allowed without the executive director's approval.~~
- ~~3. The privacy of patrons must be respected at all times. Camera operators must obtain the consent of anyone whose image is captured.~~
- ~~4. It is the responsibility of the camera operator to gain permission from the parent or guardian of any minor child photographed or filmed within the library. Minor children must not be photographed or filmed without permission.~~
- ~~5. It is requested that the library be credited properly in all photographs and films used for commercial purposes and as appropriate in non-commercial uses.~~

~~Library administration and/or the Board of Trustees reserve the right to prohibit photography or filming within the library if it is believed such activity would be disruptive to patrons and/or staff.~~

~~Library staff may photograph and/or film events and customers using the library or attending library events for public relations and archival purposes.~~





MEMO

To: Fayetteville Public Library Board of Trustees
From: David Johnson, Executive Director
Date: August 17, 2026
Re: Proposed Revisions to Personnel Policies PA-23 and PA-81

Background

Both policies have been in place for many years and were reviewed as part of the Library's ongoing effort to update and clarify its personnel policies. The proposed revisions are intended to make the policies easier to understand, better reflect current practices, and provide clearer guidance for employees, supervisors, and Human Resources.

Proposed Changes

PA-23 – Personnel Records

The current Change of Address policy requires employees to notify the Library of changes to their address, telephone number, or marital status.

The revised policy is renamed Personnel Records and provides broader guidance on how employee records are maintained, accessed, protected, and retained. It also clarifies employees' responsibility to keep personal, benefits, payroll, tax, and other employment-related information current.

These changes give employees clearer information about how personnel records are handled and establish more consistent expectations for maintaining accurate and secure employee records.

PA-81 – Separation of Employment

The current Resignations policy primarily addresses notice requirements, good-standing status, PTO use during the notice period, final pay, and return of Library property.



The revised policy is renamed Separation of Employment and provides a clearer framework for voluntary and other types of separation. It clarifies notice requirements, work expectations during the notice period, withdrawal of a resignation, rehire eligibility, final pay and PTO payout, return of Library property, and the responsibilities of employees, supervisors, and Human Resources.

One notable change allows PTO during the notice period with approval from the employee's immediate supervisor. The current policy generally prohibits scheduled or unscheduled PTO during the final 14 days except for a medical emergency. The revised policy provides greater flexibility for scheduled PTO while maintaining expectations for employees to work their scheduled shifts and complete the notice period appropriately. Overall, the proposed revisions provide clearer expectations, support more consistent administration of the policies, and make the requirements easier for employees and supervisors to understand.

Recommendation

Staff recommends that the Board approve the proposed revisions to PA-23 Personnel Records and PA-81 Separation of Employment as presented.

Code PA-23

Date Approved 11/09/92

Date Revised 4/24/2026

Policy Custodian Human Resources Director

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Policy Name Personnel RecordsChange of Address

PURPOSE:

To ensure ensure the Library maintains personnel records in an accurate, secure, and consistent manner that supports Library operations, protects employee privacy, and complies with applicable federal and state laws.

SCOPE:

This policy applies to all Library employees and covers how personnel records are created, updated, accessed, and retained.

POLICY STATEMENT:

The Library maintains official personnel records for each employee. These records are managed by the Human Resources Department and are considered the property of the Library. Access to personnel records is limited to authorized individuals and handled in a manner that protects employee privacy and complies with applicable federal and state laws.

OFFICIAL PERSONNEL FILE:

The Human Resources Department maintains the official personnel file for all employees. Managers are responsible for ensuring that all required employment-related documentation is provided to the Human Resources Department for inclusion in the employee's personnel file.

The Director of Human Resources or designee is responsible for determining the appropriateness of documents included in an employee's personnel file. Documents of an evaluative or disciplinary nature must reflect that the employee has been made aware of the document prior to placement in the file.

CONFIDENTIALITY AND PRIVACY:

Personnel records are considered confidential and are accessed only by authorized individuals with a legitimate business need, such as employment decisions, administrative processing, compliance requirements, or supervisory responsibilities. The Library will maintain and protect employee information in accordance with applicable federal and state laws, including the Arkansas Freedom of Information Act.

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Certain employee information is subject to disclosure as required by law. Upon proper request, the Library may release information that is considered public record under the Arkansas Freedom of Information Act, including, but not limited to, employee name, dates of employment, current position title, current salary, and department assignment.

Medical records, drug test results, and other sensitive information will be maintained in separate confidential files. Access to these records is limited to individuals with a legitimate need to know and will be handled in accordance with applicable privacy laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA) where applicable.

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1. Employees are required to notify the library administration of any change of home address, telephone number or marital status.

ACCESS TO PERSONNEL FILES

Access to personnel files (physical and digital) is limited to authorized individuals in accordance with this policy. Employees may review their own personnel file during normal business hours in the presence of a

Human Resources representative. Supervisors may review personnel files of their employees or prospective employees as needed to carry out their job responsibilities.

Personnel records will not be removed, altered, or copied without approval from the Director of Human Resources or designee.

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Personnel information may be released to third parties only with appropriate authorization or when required by law. This includes written authorization from the employee, valid subpoenas or court orders, requests made under the Arkansas Freedom of Information Act, or other legally authorized requests. All requests will be reviewed in accordance with applicable federal and state laws and, when appropriate, in consultation with legal counsel.

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EMPLOYEE RESPONSIBILITY FOR RECORD ACCURACY

Employees are responsible for notifying Human Resources of changes to personal or employment-related information to ensure personnel records remain accurate and up to date.

This includes, but is not limited to:

- Personal contact information, such as name, address, phone number, or emergency contact information
- Family or benefits-related information, such as marital status, dependents, or beneficiary designations
- Payroll and tax information, such as tax withholding (e.g. W-4, AR4EC) or deposit information.
- Information required to verify identity or maintain employment eligibility
- Changes affecting benefits eligibility must be reported within 30 calendar days of the qualifying event.

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RECORDS RETENTION

Personnel records will be maintained and retained in accordance with applicable federal and state laws and established records retention requirements for public entities in the State of Arkansas.

The Human Resources Department is responsible for ensuring that personnel records are retained for the required period and are disposed of securely once the applicable retention period has expired. Records containing confidential or personally identifiable information must be destroyed using secure disposal methods.

If litigation, audit, or investigation is pending or reasonably anticipated, destruction of relevant personnel records will be suspended until the matter is resolved.

RELATED POLICIES

- GA-Records Retention

Code PA-81

Date Approved 06/12/95

Date Revised 4/16/07; 8/20/07, 5/7/26

Date Approved 06/12/95

Date Revised 4/16/07; 8/20/07

Policy Name Separation of Employment Resignations

PURPOSE

This policy outlines how employment with the Library ends, including expectations for notice, final work responsibilities, pay, and return of property. It is intended to support a consistent, fair, and legally compliant process for employees and the Library.

SCOPE

This policy applies to all employees of Fayetteville Public Library, regardless of employment status.

DEFINITIONS

- Immediate Supervisor: The individual responsible for the employee's day-to-day work and oversight.
- Separation of Employment: The end of the working relationship between an employee and the Library.
- Resignation: When an employee voluntarily ends their employment.
- Good Standing: A separation in which the employee:
 - Provides at least 14 calendar days' notice of resignation
 - Works scheduled shifts during the notice period (unless otherwise approved)
 - Maintains satisfactory performance and complies with Library policies during the notice period, including not being on active disciplinary action
 - Returns all Library property in good condition
- Notice Period: At least 14 calendar days between resignation and last day worked.
- Job Abandonment: Failure to report to work for two (2) consecutive scheduled workdays without notice.
- Probationary Employee: An employee within the initial 180-day introductory period of employment, during which performance and overall job fit are evaluated.

POLICY STATEMENT

The Library recognizes that employment may end for a variety of reasons. Employees are expected to provide appropriate notice, complete assigned work during the notice period, and return Library property.

An employee's separation status (good standing or not) may affect rehire eligibility and payout of accrued benefits.

All employment is at-will, unless otherwise required by law or contract. The Library administers this policy in accordance with applicable laws.

VOLUNTARY SEPARATION (RESIGNATION & RETIREMENT)

Notice Requirement

Employees must provide written notice of resignation to their immediate supervisor, with a copy to Human Resources, at least 14 calendar days before their last day worked.

Work Expectations

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Employees are expected to:

- Work all scheduled shifts during the notice period
- Maintain satisfactory performance and comply with Library policies

Paid Time Off (PTO) during the notice period requires approval from the immediate supervisor. Unscheduled PTO is not permitted unless for a verified medical emergency.

Withdrawal of Resignation

A request to withdraw a resignation must be approved by Human Resources in consultation with the employee's immediate supervisor.

Retirement

Employees planning to retire should meet with Human Resources to review eligibility and benefit continuation under the Retirement Transition Policy (PA-02).

SEPARATION STATUS AND REHIRE ELIGIBILITY

Employees who separate in good standing are eligible for rehire consideration, subject to the Library's staffing needs, position requirements, and Human Resources review. Employees who do not separate in good standing are not eligible for rehire.

FINAL PAY AND BENEFITS

Final Pay

Final pay will be issued on the next regular payday following the last day worked, in accordance with applicable law and Library payroll practices.

Paid Time Off payout

Employees who separate in good standing may be eligible for PTO payout in accordance with applicable Library policies:

- Vacation PTO: Paid in accordance with Vacation Leave Policy (PA-12)
- Sick PTO: ~~Paid~~: Paid in accordance with Separation Leave Policy (PA-13)

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Employees within their probationary period are not eligible for PTO payout, in accordance with the Probationary Period Policy (PA-77).

RETURN OF PROPERTY

Employees must return all Library property, including keys, badges, equipment, and materials, before their last day of employment. The Library may seek reimbursement for unreturned or damaged property in accordance with applicable law.

OTHER TYPES OF SEPARATIONS

Employment may also end the following circumstances:

- Job abandonment
- Involuntary termination
- Failure of probationary period
- Inability to perform essential job functions (in accordance with applicable law)
- Resignation in lieu of disciplinary action
- Reduction in force (RIF)

RESPONSIBILITIES

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1. Employees

- Provide written resignation with proper notice.
- Work all scheduled shifts during the notice period.
- Return all organizational property in good condition.

1.

2. Immediate Supervisors

- Receive and acknowledge resignation notices.
- Complete required documentation.
- Monitor work expectations during the notice period.

1.

3. Human Resources

- Maintain separation records.
- Process final pay and PTO payout.
- Provide guidance on benefits and rehire eligibility.
- Ensure compliance with Library policies and applicable laws.

1.

RELATED POLICIES

- PA-02 Retirement Transition
- PA-12 Vacation Leave Policy
- PA-13 Sick Leave Policy
- PA-63 Disciplinary Action
- PA-77 Probationary Period

1. To terminate employment in good standing and receive the benefits attendant thereto, an employee must:
 - a. Provide adequate notice of resignation or retirement (defined as fourteen (14) or more calendar days);
 - b. Have been laid off due to a bona fide reduction in force; or
 - c. Be unable to return to work due to disability or upon death of employee.
2. An employee does not terminate in good standing when the employee is involuntarily terminated or when the employee does not provide adequate notice of resignation as defined above.
3. The employee must work his/her regularly scheduled shifts during the notice period in order to terminate in good standing with the exception of a medical emergency. Once giving notice, an employee may take no scheduled or unscheduled PTO during the final 14 days to be considered in good standing with the exception of a medical emergency.
4. Employees in their initial probationary period who terminate for any reason are not eligible to receive PTO payout.
5. When an employee resigns, his/her final pay check shall be issued on the regular pay day after the end of the pay period for which he/she was last scheduled to work; provided however that the Executive Director or designee is satisfied that all items owned by the library and issued to the employee have been returned in good condition and the Library has no other financial claim against the employee. Any financial claim shall be withheld from the employee's final check.

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MEMO

To: Fayetteville Public Library Board of Trustees
From: David Johnson, Executive Director
Date: August 17, 2026
Re: Human Capital Management System - Paylocity

Background

The Library currently uses ADP Workforce Now as its Human Capital Management (HCM) system for payroll, human resources, time and attendance, recruiting, onboarding, performance management, and other employee-related processes.

Over time, the Library has experienced challenges with the current system, particularly related to payroll transparency and auditability, reporting, system usability, customer support, and manual processes occurring outside the system. These challenges have resulted in additional review, reconciliation, and workarounds for staff and highlighted the need for a system with stronger controls, more intuitive workflows, improved reporting, and a better overall user experience.

The Library also engaged ADP for additional optimization services in an effort to improve the existing system; however, the challenges that led to the review were not sufficiently resolved.

In June 2026, the Library issued a competitive Request for Proposals for a new HCM system. Seven proposals were received and evaluated through a process that included proposal reviews, vendor demonstrations, reference checks, panel discussion, and final scoring.

Discussion

Following the evaluation process, Paylocity was identified as the preferred HCM provider.



Paylocity stood out for its ease of use and employee experience, customizable workflows, recruiting and onboarding capabilities, performance management tools, and ongoing system enhancements. Reference feedback also supported the evaluation, particularly around ease of navigation, responsiveness, and Paylocity's approach to compliance and system updates.

The proposed solution brings the Library's core HR and payroll functions into one platform, including payroll, human resources, time and attendance, recruiting, onboarding, learning, performance management, compensation, reporting and analytics, and system integrations.

The proposal also includes third-party managed implementation support and conversion of five years of payroll history. The proposed agreement has an initial three-year subscription term followed by annual renewals, with a targeted go-live of January 2027.

Budget Impact

Paylocity's current proposal includes a monthly HCM cost of \$3,098, or approximately \$37,176 annually, plus annual compliance reporting costs. The estimated annual recurring cost is approximately \$37,493, pending final confirmation of the compliance reporting amount.

For comparison, the Library paid approximately \$33,874 for ADP services in 2024 and \$39,079 for ongoing ADP services in 2025. An additional \$8,063 was spent in 2025 on optimization services, bringing total 2025 ADP costs to approximately \$47,142.

One-time implementation and related costs for Paylocity are \$26,565, resulting in an estimated first-year cost of approximately \$64,058. Implementation fees are structured with 50% due following contract execution and the remaining 50% due at the first payroll.

To provide flexibility for minor changes that may occur during final contract negotiations, staff is requesting authorization for first-year costs not to exceed \$70,000. The costs will be funded within the Library's existing approved budget; no budget amendment is requested.

Recommendation



Fayetteville
Public Library

401 W. Mountain St.
Fayetteville, AR 72701

479.856.7000
questions@faylib.org

faylib.org

Staff recommends that the Board authorize the Executive Director or designee to finalize and execute an agreement with Paylocity for the Library's Human Capital Management system, with first-year costs not to exceed \$70,000, subject to final contract review and negotiation.

Investment Summary

August 11, 2026 | Quote # Q-399384 | Version # 5 | Quote Valid Until 09/10/2026



Client Company

Fayetteville Public Library

401 W Mountain St.
Fayetteville, AR 72701
(479) 856-7000

Client Contact

Tamika Ball

401 W Mountain St
Fayetteville, AR 72701
(479) 856-7000



Total Employee Count

115



Monthly Fee

\$3,098.00



One-Time Fees

\$26,564.90



Total Annual Investment¹

\$37,493.00

Loc #	Group #	Company or Affiliate Name	Emp Count	Monthly ³	Annual	Total Annual ²	One-Time Fees
1	1	FPL	115	\$3,098.00	\$1,115.00	\$38,291.00	\$26,564.90
Total			115	\$3,098.00	\$317.00	\$37,493.00	\$26,564.90 ⁴

¹Total Annual Investment includes estimated annual fees

²Annualized fees do not include usage based fees

³Monthly HCM fees based on # of Active Headcount as defined in the Additional Terms.

⁴Plus sales tax if applicable

See following pages for line item
breakdown of services

This Investment Summary ("Investment Summary" or "Order") is governed by the Paylocity Subscription Agreement found [here](#), together with the Service Specific Terms found [here](#), and any additional terms specified below. Any terms and conditions referenced on a Client purchase order shall not apply to this Investment Summary.

The Professional Services to be performed in connection with this Investment Summary are further described in the Statement of Work, made available [here](#).

By signing below, Client agrees to the terms and conditions of this Investment Summary and the SA which shall be effective as of the date of Client's signature below ("Order Effective Date").

Paylocity Account Executive	Date
Signature	

Mark Teguns
1451 Westridge Ln
Centerton, AR 72719
(479) 519-1690

Client Authorization

Date

Signature

Name (Print)

Investment Summary

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Group(s): 1

One-Time Fees	Qty	Rate	Price
HCM Bundle			\$8,564.90
Payroll Implementation	-	-	Included
General Ledger Implementation	-	-	Included
History Bundle Import - Check Detail, Department/Position, and Pay Rate	5	\$1,000.00	\$5,000.00
Time & Labor Implementation	-	-	Included
Human Resources Implementation	-	-	Included
Time Off Implementation	-	-	Included
Self-Service Portal Implementation	-	-	Included
Integration			
BOK Financial Integration Implementation	-	-	Included
Microsoft Dynamics 365 Business Central Integration Implementation	-	-	Included
Sage Intacct Integration Implementation	-	-	Included
Selerix Integration Implementation	-	-	Included
Elevate Solutions			
Elevate Implementation	1		\$13,000.00
One-Time Total			\$26,564.90

Group(s): 1

Monthly Fees	# of Controls	Base	Qty	Rate	Monthly
Complete HCM Solution	1	\$198.85	115	\$25.21	\$3,098.00
Payroll					
• Payroll Processing	-	-	-	-	Included
• Unlimited Payroll Runs	-	-	-	-	Included
• Prorated & Retro Pay	-	-	-	-	Included
• New Hire Reporting	-	-	-	-	Included
• Direct Deposit	-	-	-	-	Included
• On Demand Payment	-	-	-	-	Included
• Check Printing Service	-	-	-	-	Included
• Tax Filing & Payments	-	-	-	-	Included
• General Ledger	-	-	-	-	Included
Human Resources					
• Human Resources Management	-	-	-	-	Included
• Workflows Process Automation	-	-	-	-	Included
• Centralized Document Library	-	-	-	-	Included
• State Compliance Form Library	-	-	-	-	Included
• Fillable Employee Forms	-	-	-	-	Included
• Unlimited Custom Fields	-	-	-	-	Included
• Time Off Management	-	-	-	-	Included
• Employee Self-Service	-	-	-	-	Included
• Position Management	-	-	-	-	Included
• Org Chart & Directory	-	-	-	-	Included

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• Skills & Certifications Management	-	-	-	-	Included
• ACA Tracking & Reporting	-	-	-	-	Included
• Compliance Management	-	-	-	-	Included
• Absence Optimizer	-	-	-	-	Included
• Absence Optimizer Actions	-	-	6	-	
• Employment Verification	-	-	-	-	Included
Talent					
• Recruiting	-	-	-	-	Included
• Recruiting Optimizer	-	-	-	-	Included
• Recruiting Optimizer Actions	-	-	35	-	
• Onboarding	-	-	-	-	Included
• Learning Management	-	-	-	-	Included
• Safety Training Bundle	-	-	-	-	Included
• Performance Management	-	-	-	-	Included
• Compensation Management	-	-	-	-	Included
Employee Experience					
• Video	-	-	-	-	Included
• AI Assist	-	-	-	-	Included
• Community	-	-	-	-	Included
• Recognition	-	-	-	-	Included
• Employee Voice	-	-	-	-	Included
• Mobile App	-	-	-	-	Included
Insights & Reporting					
• Market Pay	-	-	-	-	Included
• Data Insights	-	-	-	-	Included
• Dynamic Reporting	-	-	-	-	Included
Integrations					
• BOK Financial Integration	-	-	-	-	Included
• Microsoft Dynamics 365 Business Central Integration	-	-	-	-	Included
• Sage Intacct Integration	-	-	-	-	Included
• Selerix Integration	-	-	-	-	Included
Customer Service					
• Dedicated Account Management	-	-	-	-	Included
• On Demand Training (PEAK)	-	-	-	-	Included
• Unlimited Product Training	-	-	-	-	Included
Time & Labor					
• Time & Attendance	-	-	-	-	Included
• Scheduling +	-	-	-	-	Included
• Time Collection	-	-	-	-	Included

Monthly Total **\$3,098.00**

⁵There is no fee to the company for On Demand Payment; however, employees will be charged \$1.25 per transaction.

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Annual Fees	Grp	# Ctrls	Base	Qty	Rate	Annual
W2 / 1099	1	1	\$50.00	1	\$7.00	\$57.00
1095 Forms	1	1	\$30.00	115	\$2.00	\$260.00
Annual Total						\$317.00

Usage-Based Fees - HCM Services	Base	Rate
Electronic Garnishments		\$1.90
Direct Agency Pay		\$3.05
Tax Registration		\$205.00
Delivery Next Day		\$25.00
Split Pack		\$6.00

The fees listed above are invoiced as incurred on per usage basis in accordance with the terms and conditions. Please note these fees are in addition to the ongoing fees stated in the Investment Summary section of the quote.

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Additional Terms

The following additional terms and conditions apply to the Services described herein. Capitalized terms used herein and not otherwise defined have the meaning ascribed to such terms in the Paylocity Subscription Agreement.

1. Subscription Term

a) **Initial Subscription Term:** The Initial Subscription Term commences on Service Start Date and continues for a period of three years. "Service Start Date" means (i) to the extent the Order does not cover any spend management or payroll Services, the Order Effective Date; or (ii) to the extent the Order contains spend management Services and not payroll Services, the point in time that the Client's product instance has been completed and usage data is available; or (iii) to the extent the Order contains payroll Services, on the date of First Payroll Processing. "First Payroll Processing" means any use of Paylocity's Services by or on behalf of Client to administer payroll.

(b) **Renewal Term:** Upon conclusion of the Initial Subscription Term, the Services automatically renew for a period of one year, unless Client provides notice of non-renewal at least 60 days prior to the applicable renewal date.

2. Additional Pricing and Payment Terms

(a) Implementation Fees are non-cancellable and non-refundable as of the Order Effective Date.

(b) Implementation Fees will be billed in accordance with the following payment schedule: 50% upon Order Effective Date and 50% upon the First Payroll Processing.

(c) Paylocity reserves the right to update the price for the Services at any time after the Initial Subscription Term.

(d) Client agrees to allow Paylocity to debit from its account(s) on due date any and all fees due to Paylocity under this Agreement.

(e) **Termination Fee:** (1) If the termination occurs prior to Service Start Date, Client shall pay a termination fee in an amount equal to 3x the monthly service fees payable per the applicable Order; or (2) If the termination occurs after Service Start Date, Client shall pay a termination fee in an amount equal to 50% of the number of months remaining in the then-current term multiplied by the average monthly amount billed for the Services, over the prior 12 month period immediately preceding the termination (or if less than twelve (12) months has elapsed, the monthly average amount billed to Client over the months the Agreement was in effect prior to the termination date).

(f) **Service Fees** are based on the employee headcount as of the Order Effective Date, provided that the Client will be charged monthly for Service Fees based on the Client's (1) Active Employee Records that are not listed as a terminated status in the Employee Record within the Paylocity Services platform; or (2) number of Employee Records provisioned to use eligible Services. "Employee Record" means a unique employee identifier at each Client or Affiliate account, which includes all Authorized Users.

National Awards and Recognition



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