

Boone County Library Board Meeting Agenda for 5/28/2026

Call to Order

Interview Candidates for Board Position (page 2-3)

Reading of the Minutes

4/23/2026

Financial Report

April 2026

Director Reports

Committee Reports

Budget and Finance

Credit Card County Policy (page 33-39)

Foundation

Property and Technology

Risley Update (page 40-41)

Veterans (page 42)

Personnel

Old Business

Long Range Plan (page 43-46)

Reporting & Accountability Policy (page 47)

Cintas (page 48-50)

By Laws (page 50-52)

New Business

Remarks from Board Members

Remarks from Visitors

Adjournment

Holly E. Gillies

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AREAS OF EXPERTISE

- **EXCELLENT STRATEGIST** - Provide solutions that boost productivity and efficiency across the organization. Quickly identify problem areas and implement effective solutions to meet goals.
- **EXCEPTIONAL ORGANIZATIONAL SKILLS** - Consistently recognized by colleagues for exceptional talents in needs analysis and problem resolution in fast-paced environments.
- **STRONG SENSE OF RESPONSIBILITY** - Solid professional standards; excellent track record of dependability. Maintain focus on achieving results while implementing solutions to meet a variety of needs.
- **ADMINISTRATION AND MANAGEMENT** - Knowledgeable of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.

PROFESSIONAL EXPERIENCE

Medical Associates North Arkansas (MANA) The Breast Center – Harrison Clinic
Harrison, Arkansas • November 2019-present

Harrison Clinic Supervisor • November 2019-present

- Under the management of the Director in Fayetteville, responsible for implementing overall operations of the clinic including reception, safety and aesthetics of the building and grounds and opening and closing the clinic, etc., while maintaining positive relationships with patients, family members, other visitors, and fellow employees. With the Director, maintain a positive image in the community at large through marketing, participation in community events, and business and public relations.
- Supervise all staff at Harrison Clinic including time sheet approvals and preparing and conducting annual reviews.

Key Accomplishments and Contributions:

- Assisted in establishing new clinic into the community as an option for patients to receive a breast screening or diagnostic mammogram or breast ultrasound.
- Assisted leading the Harrison Clinic through challenging Covid 19 pandemic in 2020 establishing protocol for the safety of patients and staff.
- Effectively work as an advocate for clinic staff to Clinic Director and Radiologists to understand the unique needs of this small-town clinic as opposed to Fayetteville, Springdale, Bentonville & Bella Vista operations.

North Arkansas College – North Arkansas Partnership for Health Education (NAPHE)
Harrison, Arkansas • October 2005-April 2020

Dr. Dan J. Hawkins Community Health Resource Center Director • March 2007-April 2020

Marketing and Outreach Director • October 2005–April 2020

- Develop, execute and manage comprehensive strategic plan. Direct and promote all aspects and functions of the Center including supervision of part-time or volunteer staff within the Center. Coordinate referral program for 80 area physicians in 5 counties.
- Execute communications and services with clients, management, internal departments, and partners in accordance with organizational goals.
- Manage and oversee all marketing aspects of NAPHE. Coordinate marketing strategy and media plan with all media outlets including radio, newspaper, television and billboards.
- Assisted in initiating and creating Harrison Workforce Wellness Pilot Project with over 200 participants including city and county staff. Facilitate lifestyle counseling including weight and stress management.
- Develop and coordinate fundraising events raising over \$35,000 for Susan G. Komen-Ozark Affiliate, Springdale, AR

Key Accomplishments and Contributions:

- Key Community Partner 2019 University of Arkansas for Medical Sciences (UAMS) for work bringing the UAMS Mobile Mammography Unit to Boone, Newton & Carroll Counties to provide access to mammograms.
- Boone County Woman of Distinction 2018 for community contributions in community health work.
- Spirit of Boone County (Harrison Chamber of Commerce) 2013 for contributions to the community.
- Grantee of the Year (Susan G Komen-Ozark Affiliate) 2012 for excellence in grant work.
- Josetta Wilkins Professional Individual Award (Arkansas Department of Health) 2009 for excellent work as a breast cancer advocate.

Holly E Gillies • Resume • Page 2 of 2

- Featured as a speaker at the statewide Radiology Technicians Conference in 2011.
- Presented healthy lifestyle information on numerous 30-minute television segments and radio programs.
- Managed a volunteer prescription assistance program, saving area residents over \$6,800,000 in 12 years.
- Grant submissions that received awards totaling \$1,727,995 over a twelve-year period including Robert Wood Johnson Foundation, Blue & You Foundation and Susan G Komen.
- Recognized as top in the State by grant funder CEO for excellence in writing and reporting of an awarded grant.

The Dun & Bradstreet Corporation 1989-2005

• Divisional Manager

- Recruited, hired, trained and managed professional personnel.
- Trained in and utilized Targeted Selection Hiring.
- Facilitated classroom setting and on-the-job training to prepare new hires for job duties.

Key Accomplishments and Contributions:

- Provided training sessions each month, which generated \$75,000 – 100,000/year in revenue
- Secured major national receivable file of 300,000 accounts.
- Received D&B National Customer Focus Award 1993 for design and implementing nation-wide program.
- Trained and managed associates through a 6 – 8-month training program with 100% success rate.

EDUCATION

Bachelor of Science Degree, Journalism:

University of Kansas • Lawrence, Kansas

December 1988

2 years toward Bachelor of Science Degree, Communications:

University of Arkansas • Fayetteville, Arkansas

May 1986

CERTIFICATIONS

Certified Mandated Reporter and HIPAA compliant 2019
Certified Core & Functional Fitness Instructor • Fitour • 2017
Level I & II Conscious Body Coach • Dr Karen Wolfe • 2009-2010
Level I Worksite Wellness Coordinator • Larry Chapman • 2007
Instructor • Active Parent Now Facilitation • 2006
Healthy Lifestyle Counselor • American Association of Lifestyle Counselors • 2006
Attendee • National Wellness Conference, Stevens Point, WI • 2007, 2009, 2010

AFFILIATIONS

Boone County Hometown Health Coalition • Arkansas • 2004-present
Susan G Komen Race for the Cure • Arkansas • 2001-present
Crawdadd Days Festival 5K, Harrison, AR • 2000-Present
Boone County Women Can Run/Walk Clinic Director • Arkansas • 2006-2020
Safe Routes to School Coalition • Harrison, Arkansas • 2010-2019
Picture of Health Nutrition Program • Arkansas • 2002-2004
Boone County Special Services School Board President • Harrison, Arkansas • 2002-2020
Kappa Kappa Gamma Sorority Alumni • Arkansas • 1988 to present

Boone County Library Board Meeting

Meeting Minutes

3/26/2026 Amended

Call to Order

Library Board Chair Diane Thompson called the regular meeting of the Boone County Library Board to order at 12:00 PM on March 26, 2026. Board members present were Carolyn Woehl, Diane Thompson, DeShay Melbourne, Penny DeJournett, and Shirley Richesin. Staff members present were Angelia Mueller and Sherri Smith. Visitors present were Rett Howard with Risley Architects, John DeJournett, and MiKayla Melbourne.

Risley Architects

Rett Howard gave a presentation that included the current design renderings and a discussion of the historical building, as well as how the project may affect the community. There was no update on the survey.

Reading of the Minutes

A motion to approve the minutes from 2/26/2026 was made by Penny DeJournett and seconded by DeShay Melbourne. The motion carried.

Financial Report

A motion to approve the February 2026 financial reports was made by Carolyn Woehl and seconded by Penny DeJournett. The motion carried.

Committee Reports

Budget and Finance

Foundation

Property and Technology

Personnel

At 1:00 p.m., the Board convened in executive session. The Board returned to open session at 1:17 p.m.

Old Business

New Business

Remarks from Board Members

DeShay Melbourne commented she liked the design renderings. Penny DeJournett remarked she did not like the balcony. Discussion followed on the Historical Registry and applying for grants.

Remarks from Visitors

Adjournment

Board Chair Diane Thompson adjourned the meeting at 1:25 p.m.

Minutes submitted by: Sherri Smith

Boone County Library Board Meeting

Meeting Minutes

4/23/2026

Call to Order

Library Board Chair Diane Thompson called to order the regular meeting of the Boone County Library Board at 12:00 PM on April 23, 2026. Board members present were Carolyn Woehl, Diane Thompson, DeShay Melbourne, Penny DeJournett and Shirley Richesin. Staff members present were Angelia Mueller and Sherri Smith.

Reading of the Minutes

A motion to approve the March 2026, 2026, minutes with amendments was made by Penny DeJournett and seconded by DeShay Melbourne. The motion carried.

Financial Report

A motion to approve the March 2026 Financial Reports was made by Shirley Richesin and seconded by Penny DeJornett. The motion carried.

Committee Reports

Budget and Finance

Foundation

Property and Technology

KONE

KONE came to repair the door operator, which was rubbing. They billed the library for the service. After reviewing the contract, Angelia and Sherri made several calls, and after further discussion with KONE, it was agreed that the charges would be removed because the repair was covered under the warranty agreement.

Risley

The Fee Agreement Proposal was discussed. A motion to table the proposal until questions regarding the proposal and the historic registry are resolved was made by Carolyn Woehl and seconded by DeShay Melbourne. The motion carried.

Cintas: AED & Supply Service

Angelia is looking into the terms of the contract but has not yet received an answer regarding when the contract ends. She will continue to pursue this information. She informed the board that the cost to purchase a Business Package AED is \$2,200, which includes a seven-year battery and one set of adult pads. A set of child and infant pads may be purchased for an additional cost. The Fire Department stated they would be willing to show the library employees how to complete the monthly inspection.

Personnel

Brian DeMuth has resigned from his position as Children's Clerk I. Erica Flores will be moving from her part-time Monday and Wednesday Front Desk Clerk III position into the role.

Old Business

New Business

A Reporting & Accountability Policy was discussed. A motion was made by Shirley Richesin and seconded by Penny DeJournett for all employees to follow the County Employment Handbook, begin development of a library-specific addendum, and void the current Boone County Library Employee Handbook. The motion carried.

The Board discussed amendments to the Bylaws and a new Long Range Plan. Both items will be discussed again in May.

Remarks from Board Members

Remarks from Visitors

Adjournment

A motion to adjourn was made by Carolyn Woehl and seconded by Shirley Richesin. The motion carried, and Chair Diane Thompson adjourned the meeting at 1:01 p.m.

Minutes submitted by: Sherri Smith

County of Boone County Treasurer
 Summary of Treasury Account Balances
 Treasury's Accounts
 26-04 to 26-04
 04/01/2026 - 04/30/2026

Posted on/Before 05/01/2026 (a)

<u>Fund</u>	<u>Begin Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>End Balance</u>
1000-County General	5,655,689.72	666,201.25	-1,194,644.31	5,127,246.66
1001-General Reserve Fund	697,466.01	9,797.53	0.00	707,263.54
1005-Coronavirus Relief F	0.00	0.00	0.00	0.00
1006-ARPA Revenue Replace	0.00	0.00	0.00	0.00
1007-Local Assistance Tri	0.00	0.00	0.00	0.00
1801-Drug & Office Supply	2,408.91	3.82	0.00	2,412.73
1802-District Court ACT 9	1,367.79	27.19	-0.50	1,394.48
1803-American Rescue Plan	0.81	0.00	0.00	0.81
1804-Boone Co Governmenta	0.00	0.00	0.00	0.00
2000-County Road	3,303,918.06	238,297.13	-256,630.09	3,285,585.10
2003-Additional Motor Fue	240,448.78	15,404.94	-308.10	255,545.62
3000-Treasurer's Automati	388,230.32	3,950.20	-1,329.24	390,851.28
3001-Collector's Automati	593,270.44	941.82	-1,364.42	592,847.84
3002-Circuit Court Automa	79,853.26	789.68	-240.62	80,402.32
3003-District Court Autom	10,212.54	2,939.29	-1,420.72	11,731.11
3004-Assessor's Amendment	87,207.76	138.53	-2.77	87,343.52
3005-County Clerks Cost F	29,457.49	1,208.59	-23.20	30,642.88
3006-CO Recorder's Cost F	377,662.69	25,799.84	-14,912.53	388,550.00
3008-County Library	901,841.12	51,318.79	-102,389.11	850,770.80
3012-Child Support Fund	3,135.95	4.97	-20.00	3,140.92
3017-Jail Maintenance Fun	59,983.81	13,909.78	-6,420.18	67,473.41
3019-Boating Safety	48,123.57	630.62	-11.07	48,743.12
3020-911	387,569.11	47,252.92	-160,700.22	274,121.81
3024-Public Defender	52,816.67	705.73	-9,122.64	44,399.76
3025-Prosecutor Victim/Wi	22,397.47	767.22	-2,170.63	20,994.06
3027-District Court Proba	30,000.00	0.00	0.00	30,000.00
3028-Drug Court Fund	20,472.04	32.52	-0.65	20,503.91
3031-Juvenile Probation/F	14,788.13	83.57	-1.67	14,870.03
3034-Cops In Schools	55,276.85	0.00	-27,648.14	27,628.71
3035-Criminal Justice Fun	14,990.50	23.06	-639.62	14,373.94
3039-Circuit Clerk Commis	18,837.34	29.91	-0.60	18,866.65
3042-Assessor's Late Asse	7,370.54	45.27	-0.91	7,414.90
3046-American Rescue Plan	0.00	0.00	0.00	0.00
3401-2013 Flood Fund	0.00	0.00	0.00	0.00
3402-December 2015 Flood	0.00	0.00	0.00	0.00
3403-FEMA Disaster #4318	0.00	0.00	0.00	0.00
3498-County Jail Operatio	4,079,852.94	222,812.09	-390,521.91	3,912,143.12
3499-Jail Debt Service Fu	121,545.05	200.80	0.00	121,745.85
3500-Arkansas Disaster Re	10,000.00	0.00	0.00	10,000.00
3501-Historic Preservatio	0.00	0.00	0.00	0.00
3502-Hospital Grant 2020	0.00	0.00	0.00	0.00
3503-Humane Society Grant	0.00	0.00	0.00	0.00
3504-Omaha Fire Departmen	0.00	0.00	0.00	0.00
3505-Bergman Fire Dept Gr	0.00	0.00	0.00	0.00
3506-Ozark Humane Society	0.00	0.00	0.00	0.00
3507-Supplemental Juvenil	16,174.97	0.00	-391.48	15,783.49

Prepared by: Tiffany Horn Funds : 1000-6804 Printed 08:14:49 01 MAY 2026
 TR.ACCT.BAL (sum)

YTD County Income/State Aid

April 2026

MONTH	County 2025	State Aid 2025	Total for Month 2025	County 2026	State Aid 2026	Total for Month 2026	Monthly Difference
January	\$ 86,211.82	\$ -	\$ 86,211.82	\$ 99,254.15	\$ -	\$ 99,254.15	\$ 13,042.33
February	\$ 9,681.40	\$ -	\$ 9,681.40	\$ 3,755.44	\$ -	\$ 3,755.44	\$ (5,925.96)
March	\$ 52,033.38	\$ -	\$ 52,033.38	\$ 31,076.56	\$ 17,624.00	\$ 48,700.56	\$ (3,332.82)
April	\$ 35,404.51	\$ 19,067.00	\$ 54,471.51	\$ 51,318.79	\$ -	\$ 51,318.79	\$ (3,152.72)
May							
June							
July							
August							
September							
October							
November							
December							
YTD Total Comparison	\$ 183,331.11	\$ 19,067.00	\$ 202,398.11	\$ 185,404.94	\$ 17,624.00	\$ 203,028.94	\$ 630.83

Treasurer's Report Recap			
	April 2025	April 2026	Net
Beginning Balance	\$ 818,764.64	\$ 901,998.28	\$ 83,233.64
Interest not on previous statement	\$ -	\$ -	
Income	\$ 54,471.51	\$ 51,318.79	\$ (3,152.72)
Adjustments	\$ -	\$ 157.16	\$ 157.16
Bills Paid	\$ 59,871.76	\$ 101,362.73	\$ 41,490.97
Commissions	\$ 1,310.70	\$ 1,026.38	\$ (284.32)
Ending Balance	\$ 812,053.69	\$ 850,770.80	\$ 38,717.11

County Of Boone
 Summary Statement of Operation
 Expenditures
 26-01 to 26-04
 01/01/2026 - 04/30/2026
 3008 County Library

Posted on or Before 05/01/2026

Account Description	Orig Budget	Amendments	Amend Budget		04/01 - 04/30		Year to Date		Balance	Used
			Trans	Enc	Trans	Enc	Trans	Enc		
3008.0600 Boone County Library										
1001 Salaries, Full-Time	404,836.32	0.00	404,836.32	0.00	26,598.11	0.00	107,922.00	0.00	296,914.32	26.66
1002 Salaries, Part-Time	86,944.00	0.00	86,944.00	0.00	4,003.20	0.00	15,354.40	0.00	71,589.60	17.66
1003 Extra Help	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
1006 Social Security Matchi	38,003.69	0.00	38,003.69	0.00	3,364.47	0.00	9,026.91	0.00	28,976.78	23.75
1007 Retirement Matching	76,106.75	0.00	76,106.75	0.00	6,124.53	0.00	16,533.69	0.00	59,573.06	21.72
1009 Health Insurance Match	42,678.96	0.00	42,678.96	0.00	3,043.20	0.00	12,057.56	0.00	30,621.40	28.25
1010 Workmen's Compensation	1,785.00	0.00	1,785.00	0.00	1,785.00	0.00	1,785.00	0.00	0.00	100.00
1011 Unemployment Compensat	1,300.00	0.00	1,300.00	0.00	0.00	0.00	157.16	0.00	1,142.84	12.09
Sub Total Personal Services	656,654.72	0.00	656,654.72	0.00	44,918.51	0.00	162,836.72	0.00	493,818.00	24.80
2001 General Supplies	6,000.00	0.00	6,000.00	0.00	180.86	0.00	1,339.16	0.00	4,660.84	22.32
2002 Small Equipment	10,000.00	0.00	10,000.00	0.00	0.00	0.00	126.44	0.00	9,873.56	1.26
2003 Janitorial Supplies	6,000.00	0.00	6,000.00	0.00	1,014.15	0.00	2,658.36	0.00	3,341.64	44.31
2006 Clothing and Uniforms	2,500.00	0.00	2,500.00	0.00	330.82	0.00	330.82	0.00	2,169.18	13.23
2020 Building Materials and	3,000.00	0.00	3,000.00	0.00	0.00	0.00	2,129.87	0.00	870.13	71.00
2022 Plumbing and Electrica	1,500.00	0.00	1,500.00	0.00	0.00	0.00	93.40	0.00	1,406.60	6.23
2024 Maintenance and Servic	16,077.00	0.00	16,077.00	0.00	301.61	0.00	1,864.60	0.00	14,212.40	11.60
2032 Books	50,000.00	0.00	50,000.00	0.00	1,187.72	0.00	10,173.48	0.00	39,826.52	20.35
2035 Cataloging Supplies	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
Sub Total Supplies	100,077.00	0.00	100,077.00	0.00	3,015.16	0.00	18,716.13	0.00	81,360.87	18.70
3007 Drug Testing	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
3009 Other Professional Ser	19,930.00	2,700.00	22,630.00	0.00	6,620.00	0.00	12,242.35	0.00	10,387.65	54.10
3020 Telephone & Fax - Land	13,500.00	0.00	13,500.00	0.00	1,105.91	0.00	3,276.69	0.00	10,223.31	24.27
3021 Postage	4,000.00	0.00	4,000.00	0.00	1,472.94	0.00	1,678.10	0.00	2,321.90	41.95

Prepared by: Kristie Blevins
 SOP.RPT
 Funds : 3008 Printed 14:09:29 01 MAY 2026
 Depts : 0600 Lines : ALL

County Of Boone
 Summary Statement of Operation
 Expenditures
 26-01 to 26-04
 01/01/2026 - 04/30/2026
 3008 County Library

Posted on or Before 05/01/2026

Account	Description	Orig Budget		Amendments		Amend Budget		04/01 - 04/30		Year to Date		Enc	Balance	Used
			(continued from previous Page)					Trans	Enc	Trans	Enc			
3008.0600	Boone County Library	700.00		0.00		700.00		0.00		0.00		0.00	700.00	0.00
3022	Cell Phones and Pagers	700.00		0.00		700.00		0.00		0.00		0.00	700.00	0.00
3030	Travel	2,280.00		0.00		2,280.00		0.00		268.32		0.00	2,011.68	11.77
3040	Advertising and Public	2,500.00		0.00		2,500.00		0.00		0.00		0.00	2,500.00	0.00
3052	Fire and Extended Cove	31,050.00		0.00		31,050.00		0.00		33,941.95		0.00	-2,891.95	109.31
3054	Other Sundry Insurance	50.00		0.00		50.00		0.00		0.00		0.00	50.00	0.00
3055	General Liability - (C	1,188.50		0.00		1,188.50		0.00		1,120.30		0.00	68.20	94.26
3060	Electricity	20,000.00		0.00		20,000.00		0.00		5,162.89		0.00	14,837.11	25.81
3061	Gas	9,000.00		0.00		9,000.00		0.00		3,277.07		0.00	5,722.93	36.41
3062	Water	1,500.00		0.00		1,500.00		0.00		373.37		0.00	1,126.63	24.89
3063	Waste Disposal	1,000.00		0.00		1,000.00		0.00		257.34		0.00	742.66	25.73
3090	Dues and Memberships	940.00		0.00		940.00		0.00		0.00		0.00	940.00	0.00
3094	Meals and Lodging	1,500.00		0.00		1,500.00		0.00		0.00		0.00	1,500.00	0.00
3100	Other Miscellaneous	7,000.00		0.00		7,000.00		0.00		1,033.00		0.00	5,967.00	14.76
3102	Computer Software, Sup	4,500.00		0.00		4,500.00		0.00		3,276.00		0.00	1,224.00	72.80
	Sub Total Other Charges	121,638.50		2,700.00		124,338.50		0.00		65,907.38		0.00	58,431.12	53.01
	Dept Total * Boone County Libr	878,370.22		2,700.00		881,070.22		0.00		247,460.23		0.00	633,609.99	28.09

Prepared by: Kristie Blevins
 SOP.RPT

Funds : 3008

Printed 14:09:29 01 MAY 2026
 Depts : 0600 Lines : ALL

Expenditure Code Report
Fund 3008 Boone County Library
County Of Boone Harrison AR.
04/01/2026 to 04/30/2026

Claim Number	Claim Date	Description	Check Date	Dept Num	LINE Code	Job Code	Payee Name	Check Number	Claim Amount
		Salaries, Full-Time	04/10/26	0600	1001		Salaries-Full Time	PY-2604.2	11,091.17
		Salaries, Full-Time	04/10/26	0600	1001		Bereavement	PY-2604.2	476.09
		Salaries, Full-Time	04/10/26	0600	1001		PTO Taken	PY-2604.2	330.60
		Salaries, Full-Time	04/10/26	0600	1001		Birthdays	PY-2604.2	158.70
		Salaries, Full-Time	04/10/26	0600	1001		Vacation Taken	PY-2604.2	1,048.46
		Salaries, Full-Time	04/24/26	0600	1001		Salaries-Full Time	PY-2604.5	12,321.57
		Salaries, Full-Time	04/24/26	0600	1001		Vacation Taken	PY-2604.5	597.48
		Salaries, Full-Time	04/24/26	0600	1001		Comp Hours Taken	PY-2604.5	24.80
		Salaries, Full-Time	04/24/26	0600	1001		PTO Taken	PY-2604.5	549.24
		Subtotal							26,598.11
		Salaries, Part-Time	04/10/26	0600	1002		Salaries-Part Time	PY-2604.2	1,819.30
		Salaries, Part-Time	04/24/26	0600	1002		Salaries-Part Time	PY-2604.5	2,183.90
		Subtotal							4,003.20
26.917	04/01/26	Social Security Matching	04/01/26	0600	1006		INTERNAL REVENUE SERVIC	DD13851	1,124.40
26.1019	04/15/26	Social Security Matching	04/15/26	0600	1006		INTERNAL REVENUE SERVIC	DD14049	1,091.23
26.1150	04/28/26	Social Security Matching	04/28/26	0600	1006		INTERNAL REVENUE SERVIC	DD14264	1,148.84
		Subtotal							3,364.47
26.916	04/01/26	Retirement Matching	04/01/26	0600	1007		AR PUBLIC EMPLOYEES RET	DD13850	2,049.69
26.1018	04/15/26	Retirement Matching	04/15/26	0600	1007		AR PUBLIC EMPLOYEES RET	DD14048	2,007.69
26.1148	04/28/26	Retirement Matching	04/28/26	0600	1007		AR PUBLIC EMPLOYEES RET	DD14262	2,067.15
		Subtotal							6,124.53
26.949	04/07/26	Health Insurance Matching	04/07/26	0600	1009		CONSOLIDATED ADMIN SERV	DD14044	7.50
26.1083	04/23/26	Health Insurance Matching	04/23/26	0600	1009		COLONIAL LIFE INSURANCE	DD14258	27.20
26.1084	04/23/26	Health Insurance Matching	04/23/26	0600	1009		Cigna	DD14259	2,981.30
26.1149	04/28/26	Health Insurance Matching	04/28/26	0600	1009		COLONIAL LIFE INSURANCE	DD14263	27.20
		Subtotal							3,043.20
26.951	04/10/26	Workmen's Compensation	04/13/26	0600	1010		AAC WORKERS' COMP TRUST	45739	1,785.00
		Subtotal							1,785.00
26.909	04/01/26	General Supplies	04/01/26	0600	2001		AMAZON CAPITAL SERVICES	45635	29.00

Expenditure Code Report
Fund 3008 Boone County Library
County Of Boone Harrison AR.
04/01/2026 to 04/30/2026

Claim Number	Claim Date	Description	Check Date	Dept Num	LINE Code	Job Code	Claim Amount	Check Number	Payee Name
26.1023	04/15/26	General Supplies	04/15/26	0600	2001		34.12	45811	AMAZON CAPITAL SERVICES
26.1024	04/15/26	General Supplies	04/15/26	0600	2001		10.93	45812	AMAZON CAPITAL SERVICES
26.1035	04/15/26	General Supplies	04/15/26	0600	2001		65.49	45823	TRI LAKES CULLIGAN
26.1154	04/28/26	General Supplies	04/28/26	0600	2001		41.32	45944	AMAZON CAPITAL SERVICES
		Subtotal					180.86		
26.909	04/01/26	Janitorial Supplies	04/01/26	0600	2003		33.50	45635	AMAZON CAPITAL SERVICES
26.1024	04/15/26	Janitorial Supplies	04/15/26	0600	2003		348.50	45812	AMAZON CAPITAL SERVICES
26.1028	04/15/26	Janitorial Supplies	04/15/26	0600	2003		147.10	45816	CINTAS CORP
26.1036	04/15/26	Janitorial Supplies	04/15/26	0600	2003		217.72	45824	VISA
26.1079	04/21/26	Janitorial Supplies	04/21/26	0600	2003		147.10	45880	CINTAS CORP
26.1154	04/28/26	Janitorial Supplies	04/28/26	0600	2003		120.23	45944	AMAZON CAPITAL SERVICES
		Subtotal					1,014.15		
26.1154	04/28/26	Clothing and Uniforms	04/28/26	0600	2006		330.82	45944	AMAZON CAPITAL SERVICES
		Subtotal					330.82		
26.912	04/01/26	Maintenance and Service Cont	04/01/26	0600	2024		93.08	45638	FITTON TERMITE & PEST C
26.1034	04/15/26	Maintenance and Service Cont	04/15/26	0600	2024		208.53	45822	SUMNERONE
		Subtotal					301.61		
26.909	04/01/26	Books	04/01/26	0600	2032		132.95	45635	AMAZON CAPITAL SERVICES
26.910	04/01/26	Books	04/01/26	0600	2032		59.98	45636	BLACKSTONE PUBLISHING
26.911	04/01/26	Books	04/01/26	0600	2032		123.45	45637	CENTER POINT LARGE PRIN
26.914	04/01/26	Books	04/01/26	0600	2032		59.90	45640	THE NATIONAL WILDLIFE F
26.1023	04/15/26	Books	04/15/26	0600	2032		154.13	45811	AMAZON CAPITAL SERVICES
26.1024	04/15/26	Books	04/15/26	0600	2032		62.63	45812	AMAZON CAPITAL SERVICES
26.1027	04/15/26	Books	04/15/26	0600	2032		220.65	45815	BLACKSTONE PUBLISHING
26.1154	04/28/26	Books	04/28/26	0600	2032		274.55	45944	AMAZON CAPITAL SERVICES
26.1155	04/28/26	Books	04/28/26	0600	2032		99.48	45945	CENTER POINT LARGE PRIN
		Subtotal					1,187.72		
26.1025	04/15/26	Other Professional Services	04/15/26	0600	3009		50.00	45813	AR DEPARTMENT OF LABOR
26.1026	04/15/26	Other Professional Services	04/15/26	0600	3009		6,070.00	45814	BIBLIONIX
26.1031	04/15/26	Other Professional Services	04/15/26	0600	3009		500.00	45819	GINGER SCHOENENBERGER

Expenditure Code Report
Fund 3008 Boone County Library
County Of Boone Harrison AR.
04/01/2026 to 04/30/2026

Claim Number	Claim Date	Description	Check Date	Dept Num	LINE Code	Job Code	Claim Amount	Check Number	Payee Name
		Subtotal					6,620.00		
26.1033	04/15/26	Telephone & Fax - Landline	04/15/26	0600	3020		1,105.91	45821	RITTER COMMUNICATIONS
		Subtotal					1,105.91		
26.913	04/01/26	Postage	04/01/26	0600	3021		10.44	45639	FORESEE INSURANCE CPU
26.1030	04/15/26	Postage	04/15/26	0600	3021		4.47	45818	FORESEE INSURANCE CPU
26.1036	04/15/26	Postage	04/15/26	0600	3021		1,443.25	45824	VISA
26.1156	04/28/26	Postage	04/28/26	0600	3021		14.78	45946	FORESEE INSURANCE CPU
		Subtotal					1,472.94		
26.1032	04/15/26	Travel	04/15/26	0600	3030		55.64	45820	LORI COX
		Subtotal					55.64		
26.950	04/10/26	Fire and Extended Coverage	04/13/26	0600	3052		33,941.95	45738	AAC RISK MANAGEMENT FUN
		Subtotal					33,941.95		
26.950	04/10/26	General Liability - (Civil R	04/13/26	0600	3055		1,120.30	45738	AAC RISK MANAGEMENT FUN
		Subtotal					1,120.30		
26.1080	04/21/26	Electricity	04/21/26	0600	3060		1,262.09	45881	ENTERGY
		Subtotal					1,262.09		
26.1078	04/21/26	Gas	04/21/26	0600	3061		224.60	45879	BLACK HILLS ENERGY
		Subtotal					224.60		
26.1029	04/15/26	Water	04/15/26	0600	3062		132.73	45817	CITY OF HARRISON (WATER
		Subtotal					132.73		
26.1029	04/15/26	Waste Disposal	04/15/26	0600	3063		85.78	45817	CITY OF HARRISON (WATER
		Subtotal					85.78		
26.1023	04/15/26	Other Miscellaneous	04/15/26	0600	3100		10.39	45811	AMAZON CAPITAL SERVICES
26.1024	04/15/26	Other Miscellaneous	04/15/26	0600	3100		53.62	45812	AMAZON CAPITAL SERVICES
26.1036	04/15/26	Other Miscellaneous	04/15/26	0600	3100		174.22	45824	VISA

Expenditure Code Report
Fund 3008 Boone County Library
County Of Boone Harrison AR.
04/01/2026 to 04/30/2026

Claim Number	Claim Date	Description	Check Date	Dept Num	LINE Code	Job Code	Claim Amount	Check Number	Payee Name
26.1154	04/28/26	Other Miscellaneous	04/28/26	0600	3100		28.98	45944	AMAZON CAPITAL SERVICES
		Subtotal					267.21		
26.1036	04/15/26	Computer Software, Support,	04/15/26	0600	3102		3,276.00	45824	VISA
		Subtotal					3,276.00		
Department Total							97,498.82		
Fund 3008 Total							97,498.82		
Grand Total							97,498.82		

Prepared by: Kristie Blevins
EXP.CODE.RPT

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County Transaction Report

April 2026

Check #		Check #	Memo	Line Item #	Amount
45638	Fitton		Invoice#43728 (3/23/26)	2024	\$ 93.08
45637	Center Point Large Print		Invoice#2233620 Large Print	2032	\$ 123.45
45635	Amazon Capital Services		Office Supplies	2001	\$ 29.00
			Janitorial Supplies	2003	\$ 33.50
			Books & AV	2032	\$ 132.95
45636	Blackstone Publishing		Invoice#2229496 Audio Books	2032A	\$ 59.98
45639	CPU Foresee General Ins Agcy		Shipping	3021	\$ 10.44
45640	The National Wildlife Federation		Ranger Rick Jr 2 year renewal	2032	\$ 29.95
			Ranger Rick 2 year renewal	2032	\$ 29.95
45811	Amazon Capital Services		Office Supplies	2001	\$ 34.12
			Books & AV	2032	\$ 154.13
			Director Program	3100D	\$ 10.39
45816	Cintas		Invoice#4263742410 Janitorial Supplies	2003	\$ 147.10
45822	Sumner One		Invoice#4568823 Copier Maintenance	2024	\$ 99.67
45819	Ginger Schoenenberger		Invoice#312026 Consulting Fee	3009	\$ 500.00
45820	Lori Cox		Travel March 2026 Outreach	3030	\$ 55.64
45817	City of Harrison		Annex 2/4/26-3/3/26	3062	\$ 33.06
			Main 2/2/26-3/2/2026	3062	\$ 99.67
			Trash	3063	\$ 85.78
45815	Blackstone Publishing		Invoice#2230542 Audio Books	2032A	\$ 31.96
45821	Ritter Communications		Invoice#401210361 Phone/Internet	3020	\$ 1,105.91
45824	VISA		Walmart.com Order#2000141-89834724 Children's Programs	3100J	\$ 81.67
			USPS Order#o2484630941 Prepaid Postage	3021	\$ 1,443.25
			Walmart 3/5/2026 Children's Programs	3100J	\$ 81.67
			Walmart 3/5/2026 Janitorial	2003	\$ 23.93

			Walmart 3/5/2026 Director Programs	3100D	\$	10.88
			Home Depot 3/5/2026 Janitorial	2003	\$	79.87
			Robert Brooke & Associates Invoice#369309 Janitorial	2003	\$	113.92
			Faronics Invoice#INUS0235819 Software	3102	\$	3,240.00
			Bitwarden Invoice#083EF698-0005 Software	3102	\$	36.00
45814		Biblionix	Invoice#12353 Apollo Software	3009	\$	6,070.00
45812		Amazon Capital Services	Office Supplies Janitorial	2001 2003	\$	10.93 348.50
			Books & AV	2032	\$	62.63
			YA Programs	3100YA	\$	31.73
			Children's Programs	3100J	\$	21.89
45818		CPU Foresee General Ins Agcy	Shipping	3021	\$	4.47
45815		Black Stone Publishing	Invoice#2230156 Audio Books	2032A	\$	188.69
45823		Tri Lakes Culligan	Invoice#728377 Water Delivery	2001	\$	65.49
45822		Sumner One	Invoice#4578921 Copier Maintenance	2024	\$	108.86
45813		Arkansas Department of Labor	Invoice#100765 Elevator	3009	\$	50.00
45879		Black Hills Energy	Annex 3/11/26-4/9/26	3061	\$	63.29
			Main 3/11/26-4/9/26	3061	\$	161.31
45880		Cintas	Invoice#4265310914 Janitorial	2003	\$	147.10
45881		Entergy	Annex 3/12/26-4/10/26	3060	\$	91.04
			Main 3/12/26-4/10/26	3060	\$	1,171.05
45944		Amazon Capital Services	Office Supplies Janitorial	2001 2003	\$	41.32 120.23
			Clothing - SRP Shirt	2006	\$	330.82
			Books & AV	2032A	\$	274.55
			Director Programs	3100D	\$	28.98
45946		CPU Foresee General Ins Agcy	Shipping	3021	\$	14.78
45945		Center Point Large Print	Invoice#2241764 Large Print Books	2032A	\$	99.48
			Total Warrants Paid		\$	17,518.06

**Cash Register Receipts
April 2026**

Cash Register Receipts YTD

	Memorials	Donations	Genealogy	Copier	Lost Books	Ear Buds	Paperback Sales	Misc	Fines	ILL	Book Bags	Music DVD	Fax	Notary	Short/Over Adjust	Total
January	\$ -	\$ 127.73	\$ 35.60	\$ 338.30	\$ 54.95	\$ -	\$ 25.00	\$ -	\$ 269.89	\$ 10.00	\$ -	\$ -	\$ 83.00	\$ -	\$ 0.06	\$ 944.53
February	\$ -	\$ 184.94	\$ 100.00	\$ 598.55	\$ 51.00	\$ -	\$ 17.00	\$ -	\$ 118.70	\$ -	\$ -	\$ 65.50	\$ 40.25	\$ -	\$ -	\$ 1,175.94
March	\$ -	\$ 181.46	\$ -	\$ 790.55	\$ 75.99	\$ 1.50	\$ 9.00	\$ -	\$ 191.05	\$ -	\$ -	\$ 162.00	\$ 43.25	\$ -	\$ -	\$ 1,360.10
April	\$ -	\$ 22.05	\$ -	\$ 967.25	\$ 40.00	\$ -	\$ 4.00	\$ -	\$ 156.30	\$ 5.00	\$ -	\$ 130.00	\$ 57.20	\$ -	\$ 0.06	\$ 1,381.86
2026 YTD Total	\$ -	\$ 516.18	\$ 135.60	\$ 2,694.65	\$ 221.94	\$ 1.50	\$ 55.00	\$ -	\$ 735.94	\$ 15.00	\$ -	\$ 357.50	\$ 223.70	\$ -	\$ 0.12	\$ 4,862.43

Paypal Receipts for April 2026	\$315.15
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	Memorials	Donations	Genealogy	Copier	Lost Books	Ear Buds	Paperback Sales	Misc	Fines	ILL	Book Bags	Movie DVD	Fax	Notary	Short/Over Adjust	Total
2025 YTD Total	\$ 570.00	\$ 873.53	\$ 120.00	\$ 2,397.70	\$ 439.08	\$ 18.50	\$ 235.00	\$ -	\$ 574.83	\$ 5.00	\$ -	\$ 415.50	\$ 198.10	\$ -	\$ (5.90)	\$ 5,732.09
2026 YTD Total	\$ -	\$ 516.18	\$ 135.60	\$ 2,694.65	\$ 221.94	\$ 1.50	\$ 55.00	\$ -	\$ 735.94	\$ 15.00	\$ -	\$ 357.50	\$ 223.70	\$ -	\$ 0.12	\$ 4,862.43

Equity Bank: Fines Fees Donations Transaction Report

April 2026

Date		Check Number	Amount	Totals	Memo
	Beginning Balance			\$ 242,435.98	
	<i>Deposits</i>				
	Cash Register Receipts		\$ 1,299.36		
	Interest		\$ 591.35		
	Friends of the Library		\$ 749.09		Reimbursed Expenses
	Total Deposits			\$ 2,639.80	
	<i>Expenses</i>				
4/6/2026	Ingram	1974	\$ 254.91		Allocated FOL Honor
4/6/2026	Risley Architects	1975	\$ 6,385.27		Allocated Unallocated FFD
4/6/2026	Cintas	1976	\$ 137.97		Allocated FFD \$10,000
4/23/2026	Ingram	1977	\$ 646.45		Allocated FOL Honor
4/23/2026	Swank Movie Licensing	1978	\$ 485.00		Allocated FFD \$10,000
	Total Expenses			\$ 7,909.60	
	Ending Balance			\$ 237,166.18	

FFD Equity Bank	
As of April 30, 2026	
Total in FFD account is Split as follows	
SRP-Adult Summer Reading Program Donation (donations come from many donors)	\$1,371.51
SRP-J Donation (donations come from many donors)	\$661.49
SRP-Director Donation (Director) (Community First Bank \$800)	\$590.82
Director Special Projects	\$10,215.46
Genealogy Department Donations (donations come from many donors thru cash register)	\$720.95
FFD Allocated yearly by Board (\$10,000)	\$8,963.12
YA Donation (donations come from many donors)	\$549.75
1,000 books before Kindergarten (BCL Foundation Donation \$1,000)	\$282.73
Esther Randle Donation for Books (\$4,122.35)	\$2,316.96
Esther Randle Donation for Reading Programs (\$1,031)	\$1,031.00
Fitton Donation to purchase Books (\$1,000)	\$358.69
Landscaping Donation	\$600.00
Advertising Signs Donation	\$637.50
Books Donation (previously zero balance by purchasing Ebooks - those Ebooks have been reimbursed with the DFA Cares Grant)	\$3,198.88
Arvest Bank Grant	\$7,631.90
(Reddock) - After paying for outdoor plumbing updates August 2024	\$31,200.23
Unallocated	\$198,035.42
Total in FFD Account	\$237,166.18

Arvest - Lawing Account Transaction Report					
April 2026					
	Check Number	Non-Disbursement Amounts	Book Disbursement Amounts	Overall Account Total	Memo
Beginning Balance		\$ 9,355.05	\$ 38,679.26	\$ 48,034.31	
<i>Deposits</i>					
<i>Total April 2026 Deposits</i>			\$ 3,093.31	\$ 3,093.31	April 2026 Disbursement
<i>Expenses</i>					
Ingram	1414		\$ 484.65		
Amazon Capital Services	1415		\$ 58.15		
Cengage	1416		\$ 514.08		
Ingram	1417		\$ 694.81		
<i>Total April 2026 Expenses</i>				\$ 1,751.69	
Ending Balance		\$ 9,355.05	\$ 40,020.88	\$ 49,375.93	

*Lawing Endowment Disbursement/Purchase of Books				
As of May 4, 2026				
	Check Number	Amount	Totals	
Beginning Balance			\$ 38,679.26	
April 2026 Disbursement		\$ 3,093.31		
May 2026 Disbursement		\$ 3,093.31		
<i>Total Deposits</i>			\$ 6,186.62	
<i>Expenses</i>				
Ingram	1414	\$ 484.65		
Amazon Capital Services	1415	\$ 58.15		
Cengage	1416	\$ 514.08		
Ingram	1417	\$ 694.81		
<i>Total Expenses</i>			\$ 1,751.69	
Ending Balance			\$ 43,114.19	
Orders placed but not paid				
Ingram		\$ 1,082.73		
Large Type Books		\$ 746.82		
Overdrive		\$ 843.91		
Balance after unpaid orders			\$ 40,440.73	

*This worksheet shows only amounts received, paid and ordered from the disbursements

Boone County Library Board Trust
 April 1, 2026 - April 30, 2026

Account Number: 49-0118-01-5

BOONE COUNTY LIBRARY BOARD
 ATTN: SHERRI SMITH
 221 W STEPHENSON
 HARRISON AR 72601

Administrative Officer:

Fred Lookadoo (479) 621-1757
 Flookadoo@arvest.Com

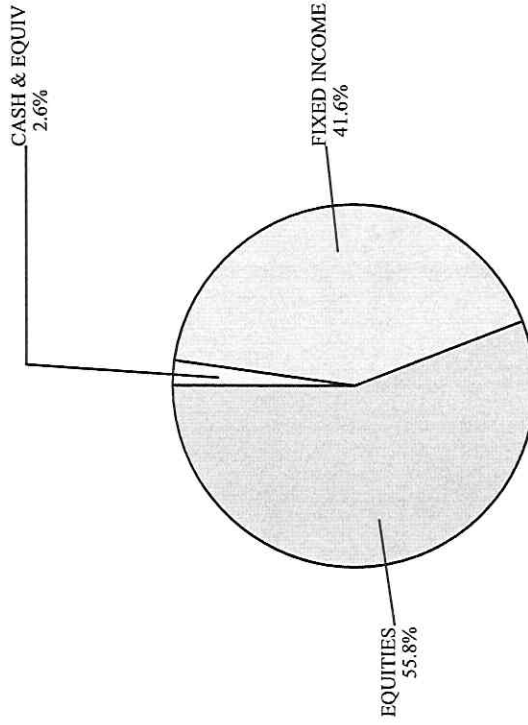
Investment Officer:

Michael Gaffigan (479)621-1718
 Mgaffigan@arvest.Com

Account Review

Your Beginning Market Value: \$ 1,774,898.50
Income Earned : \$ 2,441.40
Disbursements : \$ -4,224.92
Market Value Change : \$ 88,370.57
Your Ending Market Value : \$ 1,861,485.55

Portfolio Summary



Funds Report

April 2026

	Account Number	Beginning Balance	Current Balance
CD'S			
Stone Bank (Charles Wilson CD) Matures 8/30/2026 @ 4% APY		\$ 201,956.88	\$ 231,525.04
CHECKING ACCOUNTS			
Equity Bank Checking 3.04%	XXXXXX440		\$ 237,166.18
Stone Bank Checking			\$ 339.71
LAWING Trust: Endowment for Book Purchases			
ARVEST BANK CHECKING	XXXXXX358		\$ 49,375.93
ARVEST ASSET MANAGEMENT			\$ 1,861,485.55
	49-0118-01-5		
		\$1,287,720.02	
Cash Accounts			
Petty Cash Fund		\$ 125.00	\$ 125.00
Starter Cash Change Fund		\$ 100.00	\$ 100.00



BOONE COUNTY

LIBRARY
...more than just books!

221 W. Stephenson Ave. Harrison, AR 72601

www.boonecountylibrary.org ~ 870-741-5913

DIRECTORS NEWS FOR April 2026

April was a busy month for the library. We started off the month with the easter egg hunt on the courthouse lawn; there was a good turnout for the event. There were several volunteers that helped make this event a hit for the community. We divided the egg hunt into two age groups that went at different times to help make sure that all children had the opportunity to hunt for eggs. Many of the parents liked how the egg hunt was divided and hoped we could do that again next year. Doing the egg hunt this way also helped us get more eggs back than last year. This year we brought back all but 1 tote full of eggs whereas last year we brought back maybe half of the eggs.

We celebrated National Library Week April 19-25th. We celebrated by having a drawing for two baskets, one from the front desk and the other from the genealogy department. We had goodies to hand out each day such as cups, pencils and pens, reusable bags, and spot remover pens. The spot remover pens and reusable tote bags were very popular with the patrons. The Friends of the Library had their book sale on Thursday to Saturday, and it seemed to have a good turnout. On Friday of that week the staff made popcorn and had drinks available for patrons to take as they left the library. National Library Week seemed to be a success.

Please join me in congratulating Tina Farmer, our Employee of the Month for May! Tina works in our genealogy department and does a wonderful job helping patrons find the information they are looking for — from family history research to property titles and much more. Her dedication, knowledge, and willingness to help make a difference every day. Tina is also preparing to attend the annual Ancestry Fair in Marshall, where she will help spread awareness of our genealogy department to those that might not know we have one.



BOONE COUNTY

LIBRARY
...more than just books!

221 W. Stephenson Ave. Harrison, AR 72601

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ACTIVITY REPORT	ADULT	JUVENILE	YA	TOTAL	PREVIOUS
REFERENCE ASSISTS	3,582	251	35	3,868	3,831
GENEALOGY REFERENCE	18	N/A	N/A	18	35
VOLUNTEER HOURS	0	10	N/A	10	14.5
PROGRAM HOURS	75.5	25	5	105.5	124
NUMBER OF PROGRAMS	10	16	4	30	29
PROGRAM ATTENDANCE	93	304	15	412	482
INTERNET WORKSTATIONS	695	179	21	895	863
PATRON VISITS	7,174	3,885		7,174	6,974
OVERDRIVE E-Books	N/A	N/A	N/A	3,062	3,249
WEBSITE HITS	N/A	N/A	N/A	2,649	2,808
ANCESTRY, TUMBLE*, ROMANCE	312	N/A	N/A	312	351
Biblio+	1,975	N/A	N/A	1,975	187 min.

Activity Summary

Boone County Library

April 2026

Circulations	
Circulation Type	Counts
Check Out	7,677
Check In	7,983
Renewal	4,155
In-House Use	74
Circulations Total	19,889

Stats Only Check Outs	
Description	Counts
PAPER BACK TRADES (PB TRADES)	8

Fines Paid/Waived	
Transaction Type	Total
Fines Paid	\$418.44
Fines Forgiven	\$75.90

Items Added/Deleted	
Added	Items Deleted
282	212

New Borrowers	
Borrower Type	Counts
Adult	40
Child	33
Senior	10
Out of Service Area Adult (Fee Charged)	0
Out of Service Area Child (Fee Charged)	0
Out of Service Area Senior (Fee Charged)	0
Out of State (Fee Charged)	0
Internet	37
School I-Card	0
Total Borrower's Added	120

Boone County Library - IT Department Report for April 2026

What has happened since last report:

- Worked with several Ritter Techs to fix a DNS problem that prevented a website from loading.
- Worked Sunday 4-12-26 to update network equipment and replace some that had failed.
- 3d printed mini dinosaurs for the four school classes that toured the Library on May 4th and 5th and gave each class a brief 3d printer demo.
- Started prepping for the spring work day. Ordered some hardware to upgrade what we have now.
- 3d printed some bookmarks for the Children's Dept. to give out during the Summer Reading Program.
- Started researching and making cyber security changes to defend against Antropic's new unreleased Claude Mythos AI model when it gets released to the general public. Software patches will have to be applied daily or weekly now, instead of monthly.
- Continued taking inventory of all computers and electronics.
- Other miscellaneous fixes as needed (toner changed, staff helped, etc).

Patron Related:

- Helping patrons with different issues ranging from cell phones, tablets, laptops, our computers, WiFi, and printers.
- One-on-one tutorials to teach patrons how to use the 3d printer.

What I am working on:

- Preparing for the spring work day: Replacing the two post network rack in the Genealogy closet with a four post that can handle more weight, adding a second battery backup, replacing our main router and switch with new ones, moving existing equipment over, re-cabling the entire rack, and replacing the batteries in all of our rack mounted battery backups.
- 3d printing the Summer Reading Program bookmarks for downstairs
- Finishing the inventory of all IT assets in the building.
- Recycling old computer hardware.
- Swapping out the computers that have Windows 10 with ones that have Windows 11.
- Continuing to convert the downstairs patron desks with upgrades as time allows.

Boone County Library – Maintenance Department Report for April 2026

- Painted and put up trim around doors in meeting room #1
- Still working on sanding
- Taped ac/heater units upstairs and down
- Sprayed weeds around building and weeded parking lot
- Caulked around awning by main steps (outside)
- Replace filters in ac/heater units
- Fixed dividers in men's bathroom by installing a Partition Support Brace
- Daily set up meeting room tables and chairs for programs
- Daily cleaned public restrooms

I assisted a gentleman from Texas who contacted me seeking information about an ancestor who served in the Civil War. After searching several genealogical resources, I compiled and emailed the findings to him.

Additionally, I responded to several genealogy research requests received by phone and email from patrons in Kansas, Colorado, and the local area.

I also began preparations for the upcoming annual Ancestor Fair in Marshall, which included selecting and printing genealogical resources to give to attendees.

In celebration of National Library Week, I assembled a genealogy giveaway box. The items included a Genealogy Organizer Notebook, the book *Practical Genealogy: 50 Simple Steps to Research Your Diverse Family*, a decorative "Family" wood plaque, and, of course, chocolate. *There was a total of 112 patrons who registered to win the gift box. The winner was Patty Edwards.*

Additional Community News & Obituary books were mailed to be professionally bound. Our volunteer, Vickie Kane, continues to make excellent progress on this project and has been working diligently.

I am continuing to research the American Revolutionary War in commemoration of our 250th. Birthday of our nation. I will have articles in the April, May, June, and July library newsletters

Patrons: 18

"Stand your ground; don't fire unless fired upon, but if they mean to have a war, let it begin here." – Captain John Parker, 1775

This statement was made by Captain John Parker, who commanded the Lexington militia at the Battle of Lexington and Concord on April 19, 1775 – the first engagements of the Revolutionary War.

April 2026 Board Report for Children’s Department

YA Programming 12-18 Tuesday at 4 p.m.	Juvenile Programming 6-12 Thursday at 4 p.m.	Story Time 3-5 Monday 10 a.m.	Toddle Time 0-3 Thursday 10 a.m.	Preschool Visits 3-5 Tuesdays
4/7 –Rock Painting 2 participants	4/2 Easter Egg Bunny 13 participants	4/6 5 participants	4/2– 48 participants	4/7 –Lead Hill 22 participants
4/14 – Mini Books 2 participants	4/9 Paper Squishy 5participants	4/13 – 15 participants	4/9- 36 participants	4/14 All About me 18 participants
4/21 –Bedazzled Hair Clip 9 participants	4/16 –Fuzzy Snails 6 participants	4/20 – 6 participants	4/16– 40 participants	4/21- Alpena 19 participants
4/28-Color Numbered Bookmarks 3 participants	4/23 – No Program FOL Book Sale	4/27 12 participants	4/23– No Program FOL Book Sale	4/28 Omaha 37 participants
	4/30 Velvet Art Posters 10 participants		4/30- 35 participants	

YA Programming- YA Programming included Painting Rocks, Mini Books, Bedazzled Hair Clips and Color Numbered Bookmarks.

Juvenile Programming- Juvenile programming included Easter Egg Bunnies, Paper Squishes, Fuzzy Snails and Velvet Art Posters.

Easter Egg Hunt On the Square: we had an Easter Egg hunt on the square on 4/2/26 we had over 250+ attend along with 8 volunteers to help. We had 3 Book giveaways with 110 entries.

Story Time is a wonderful way for little one’s ages 3-5 to interact with others their age while singing songs, doing crafts, and reading stories. Mrs. Lori made approximately 70 crafts for the month to accommodate both Story time and Toddle Time groups.

Our passive activity: **April Explorers** was a scavenger hunt where the children explored the Childrens department to look for seven wonders of the world. When completed they would get a prize.

National Library week 19th-25th we had a couple extra passive activities which included book character search and find, book mark design station and word search. When completed they can turn in for a prize or extra entry into one of the few giveaways we had.

National Library Week Giveaway included a book collection, two stuffed animals, Mr. Potato Head, Mrs. Potato Head, chutes and Ladders board game and Sorry board game. We had a total of 54 entries.

We also have two book drawings for the month of April for Juveniles and the young adult readers. We will draw one name may 1st. We had a total of 114 entries for our juveniles and a total of 31 entries for our young adult book drawing.

Children's Department Statistics for April:

New 1,000 Books Before Kindergarten Participants: 1

Non-Checkout Books: 7

Table Games: 2

Passive Activity: 113

Total hours preparing for YA programs: 5

Total hours preparing for Children's programs: 10

Total hours spent preparing for Juvenile/Toddler programs:15

Number of Toddler/Preschool Programs: 7 programs with 162 attending

Number of Preschool visits: 5 schools with 108 attending

Number of Children's Programs: 4 programs with 34 attending

Number of Young Adult Programs: 4 programs with 15 attending

Total number of participants for programs: 246

Reference assists for Juvenile: 251

Reference assists for YA: 35

People Counter: 3,885

Ms. Lori's Work Hours: 65

Ms. Lori's Volunteer Hours: 10

Volunteers: 8 Volunteers that helped on the square with our Easter Egg Hunt.

April 2026 Board Report

April was a busy month here in the Outreach department. We started with Rance King's custom presentation, **"I'll Fly Away", Customs and Beliefs about Death and Burial in Pre-WWII Ozarks**, where he gave us insight on how the death and burial of people were handled then. The **Master Gardeners** came in for their final spring gardening class, **Propagating and How to get Free Plants**. I hosted a **Tape Painting** event to let people come in and show how creative they are with abnormal materials. We had **Mrs. Mary Michels** return for her **Chair Yoga** class and, unfortunately, it was a very low turnout. This could've been due to weather. Then, we had **Ashley Valentine** with **Hickory Hill Insurance** return for their monthly **Medicare Seminars**. We invited patrons to bring their own books to make into **Flower Holder Decor**, which had very positive reviews from those who attended. Our friends at **Compass Financial** came down to do their **retirement planning class** and helped many attendees with planning and other questions they had. Finally, we ended the month with our **Felt Bookmark** class. This was a decent month. Unfortunately, we had lower turnouts overall. We were also planning for our FOL Book Sale and started planning and asking for donations for our Summer Reading Program. This could be a reason, being focused on other, bigger things we have going on. Moving forward, I will have better time management and will be more prepared.

Events Held: 10

Hours Worked: 75.5

Evening Book Club: 3

Rance King's "I'll Fly Away" presentation: 4

Master Gardeners: Propagating and how to get free plants: 15

Tape Painting: 11

Noon Book Club: 18

Chair Yoga: 2

Hickory Hill Medicare Seminar: 3

Book Flower Holder: 7

Compass Financial: 27

Felt Bookmarks: 3

Total Participants: 93

Transaction

1/1/2020 through 12/31/2025

5/15/2026

Page 1

Date	Num	Description	Memo	Category	Amount
2/10/2020	13405	Irene Kammer	Outreach Travel January 2020	3030 Travel	-51.17
3/10/2020	13936	Irene Kammer	Outreach Travel February 2020	3030 Travel	-62.78
3/10/2020	13937	Ginger Schoenenberger	Travel LDD1 Meeting Rogers AR 2/28/20	3030 Travel	-75.68
4/22/2020	14248	Irene Kammer	Outreach March 2020	3030 Travel	-54.61
11/10/2020	17764	Irene Kammer	Storytime Adventures Travel Aug-Oct 2020	3030 Travel	-74.82
12/15/2020	18400	Irene Kammer	Travel Storytime Adventures November 2...	3030 Travel	-14.62
5/11/2021	20674	Irene Kammer	Travel for March 2021	3030 Travel	-35.26
7/20/2021	21688	Tina Farmer	Travel Mileage 7/9/2021	3030 Travel	-133.30
9/7/2021	22439	Ginger Schoenenberger	Return Exhibit to LR 9/4/2021	3030 Travel	-122.98
11/24/2021	TXFR	S Transfer	From	3030 Travel	-1,800.00
3/9/2022	25505	Nola Castro	Travel St Joe School Dr Suess Event	3030 Travel	-22.45
5/4/2022	EFT	S Transfer	From	3030 Travel	-1,900.00
11/14/2022	29607	Irene Kammer	Youth Services Workshop Little Rock	3030 Travel	-153.92
12/13/2022	30553	Irene Kammer	Travel November & December 2022	3030 Travel	-66.56
3/16/2023	32036	Amy Griffith	Travel for March 2023	3030 Travel	-46.80
5/2/2023	32863	Terry Register	Outreach Travel March-April 2023	3030 Travel	-52.10
5/5/2023	32868	Nola Castro	Travel to pick up books	3030 Travel	-4.26
5/18/2023	33084	Amy Griffith	Travel 4/26/2023	3030 Travel	-15.60
8/16/2023	TXFR	S Transfer	From	3030 Travel	-1,000.00
10/10/2023	35142	Amy Griffith	Travel 10/6/23 Little Rock Training	3030 Travel	-159.64
2/1/2024	36750	Terry Register	Travel to deliver eclipse glasses	3030 Travel	-36.40
4/4/2024	37587	Terry Register	Travel to Branson for SRP 3/27/2024	3030 Travel	-42.12
5/31/2024	38046	Terry Register	Travel around Harrison (SRP donations)	3030 Travel	-4.68
8/14/2024	39140	Sherri Smith	Travel to BC Clerk & Bank June/July 2024	3030 Travel	-22.88
11/14/2024	40258	Irene Kammer	Outreach Travel Oct & Nov 2024	3030 Travel	-66.56
11/14/2024	TXFR	S Transfer	From	3030 Travel	-500.00
12/1/2024	40391	Terry Register	Travel to Little Rock SRP Conference	3030 Travel	-142.48
12/3/2024	TXFR	S Transfer	from	3030 Travel	-800.00
12/27/2024	40745	Terry Register	Travel to Fayetteville and Bruno-Pyatt	3030 Travel	-105.04
12/31/2024	40822	Irene Kammer	Travel Outreach December 2024	3030 Travel	-34.32
3/11/2025	41655	Terry Register	Travel to St Joe School	3030 Travel	-28.60
4/9/2025	41894	Irene Kammer	Outreach Travel Jan-March 2025	3030 Travel	-78.00
5/31/2025	42424	Irene Kammer	Preschool Outreach Travel April & May 20...	3030 Travel	-66.56
8/1/2025	43072	Terry Register	Travel for SRP Pool Party Supplies	3030 Travel	-16.43
10/1/2025	43786	Lori Cox	Travel for Outreach preschool Sept 2025	3030 Travel	-99.32
11/3/2025	44048	Lori Cox	Outreach October 2025	3030 Travel	-65.00
11/3/2025	44049	Maddie Ramsey	Travel to LR 10/23-10/24	3030 Travel	-144.56
11/19/2025	44189	Lori Cox	Outreach Travel November 2025	3030 Travel	-35.36
12/17/2025	44549	Lori Cox	Outreach Travel December 2025	3030 Travel	-42.12
1/1/2020 - 12/31/2025					-8,176.98

TOTAL INFLOWS	0.00
TOTAL OUTFLOWS	-8,176.98
NET TOTAL	-8,176.98

FILED
TIME 9:10 AM/PM

MAY 14 2026

CRYSTAL GRADY
BOONE COUNTY CLERK

BY [Signature] D.C.

ORDINANCE (2)

No. 2026 - 16

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BOONE, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE AMENDING THE BOONE COUNTY EMPLOYMENT POLICY (FOR AT-WILL EMPLOYMENT) FOR EMPLOYEES OF BOONE COUNTY, AND FOR OTHER PURPOSES.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF THE COUNTY OF BOONE, STATE OF ARKANSAS:

Section 1. It comes before this Court that there is a need to make a revision of the Boone County Employment Policy. Specifically, Page 52, Article 56 – County Credit Card / Travel. This change aims to rename Article 56 to read as “County Purchase Cards / Travel”.

Section 2. It comes before this Court that there is a need to make an addition to the Boone County Employment Policy. Specifically, beginning on Page 54, addition of Article 57 labeled “County Purchase Card Policy” to address the newly established guidelines for all Elected Officials and their authorized employees, and all other administrative and court related offices within the County who expend funds for the purchases of goods and services for official business of Boone County when normal accounts payable procedures cannot be utilized. The combined authorized purchase limit of all purchase cards issued by Boone County shall not exceed \$125,000.00.

Section 3. The previous Employment Policy, as passed by this court in Ordinance 2025-28, did not include a thorough Purchase Card Policy and will now include that going forward. The attached “Purchase Card Policy – Boone County, Arkansas” will be filed along with this Ordinance and available for viewing in the County Clerk’s Office. This policy will also be sent to all departments within Boone County.

Section 4. If any provision or section of this Ordinance is held invalid by a Court of Competent Jurisdiction, such invalidity shall not affect other provisions and sections of the Ordinance, and to such end, the provisions and sections of this Ordinance are declared to be severable.

In accordance with the requirements of Ark. Code Ann. 14-14-116, this publication is paid for from the budget of the Boone County Quorum Court. The total cost of this publication is _____.

DATE PASSED: May 12, 2026

SUBMITTED BY: Justice Shane Jones

DATE APPROVED: May 12, 2026

APPROVED: Mitchell Archer
Mitchell Archer
Boone County Judge

ATTEST: [Signature]
Crystal Graddy
Boone County Clerk



1

PURCHASE CARD POLICY - BOONE COUNTY, ARKANSAS:

1. **PURPOSE:** Establish a policy to define, authorize and regulate the use of a purchase card, and to establish procedures for utilizing the purchase card for appropriate expenses in the conduct of official County business and the responsibility for protection, custody and proper usage of a purchase card.
2. **AUTHORITY:** The Quorum Court of Boone County, Arkansas.
3. **APPLICATION:** This policy applies to all Boone County Elected Officials and their authorized employees, and all other administrative and court related offices within the County, who expend money held by the Boone County Treasurer.
4. **RESPONSIBILITY:** The Boone County Judge is responsible for the issuance of the purchase card(s) for use by Boone County Elected Officials and their authorized employees; and the accounting, monitoring, retrieval and general overview of this Purchasing Card Policy.

5. **POLICY:**

5.1 **Issuance of Purchase Cards:**

- 5.1.1 Purchase cards may be issued to Boone County Elected Officials and their authorized employees, and all other administrative and court related offices within the County, as deemed necessary by the County Judge.
- 5.1.2 The combined authorized purchase limit of all purchase cards issued by Boone County shall not exceed \$125,000.00.

5.2 **Scope of Permissible Use:**

- 5.2.1 Boone County Elected Officials and their authorized employees, and all other administrative and court related offices within the County – The purchase card shall be used for the purchases of goods and services that are for the official business of Boone County when normal accounts payable procedures cannot be utilized (i.e. travel related expenses, hotel reservations, conference registration fees and online purchases when it is the only practical alternative or there is a significant monetary savings to the County).
- 5.2.2 The use of purchase cards is restricted for Boone County Government to acquire goods and services which are appropriate and authorized for the conduct of County business. NO PERSONAL EXPENDITURES of any kind are allowed with County purchase cards. Any such purchases will be considered unauthorized, and the employee will be subject to disciplinary action up to and including termination, along with reimbursement paid directly to Boone County and properly receipted with the Boone County Treasurer.

- 5.3 **Acknowledgement and Authorization Form:** The Boone County Elected Officials and their authorized employees are responsible for the purchase card's protection, custody and proper usage, and for

compliance with this Policy. Boone County Elected Officials, Department Heads, and all other administrative and court related offices within the County, shall sign an acknowledgement and authorization form (Exhibit A). The employee's supervisor and the Boone County Judge shall be notified immediately if the card is lost or stolen.

5.4 Purchasing Procedures: All purchase card expenditures must have receipts detailing the goods or services purchased, complete itemized cost associated with purchase, date of the purchase, and the official business explanation thereof. Receipts must be provided for all purchases made.

5.4.1 Above said receipts/documentation will need the signature of the employee's supervisor and budget item written on it. Receipts/documentation must be submitted to the County Clerk in a timely manner to reconcile against the monthly purchase card statement. County and Purchasing Card Financial Institution will implement a policy and procedure for remitting timely payment electronically.

5.4.2 In addition, the Elected Official, Department Head, and/or all other administrative and court related office employees whom hold an issued card will need to fill out the Credit Card Transaction Journal (Exhibit B).

5.5 Authority: The County Judge's office shall be responsible for all activities related to purchase card use including, but not limited to the following:

5.5.1 Review and authorize all purchase card documentation including but not limited to (1) documentation of services purchased (2) the cost of the services (3) date of purchase (4) the official County business for which purchased. All documentation must be submitted consistent with common purchasing procedures.

5.6 Unauthorized Use: Any employee or Elected Official that engages in unauthorized or improper use of a County purchase card will be subject to disciplinary measures, removal of access to County issued purchase card and up to and including termination and may be subject to civil/criminal prosecution consistent with applicable laws. The employee found to have inappropriately used the purchase card will be required to reimburse Boone County for all costs associated with such improper use. Reimbursement shall be paid directly to Boone County and properly receipted with the Boone County Treasurer.

5.6.1 It shall be prohibited for any County Purchase Card to be connected with any employees personal devices, phones, computers, apps, digital wallets, or any accounts in which are personal in nature and not affiliated with Boone County.

5.6.2 Supervisor or employee who is an authorized card holder shall not allow the County Purchase Card to accrue interest or late fees. Every monthly statement shall be paid in full and not have a carryover balance.

5.7 Purchase Card Protection: The employee using the purchase card is responsible for the purchase card's protection and custody and shall immediately notify their supervisor/Elected Official and the County Judge if the purchase card is lost or stolen. The authorized user of the purchase card is responsible for safeguarding the account number and posting any card information is strictly prohibited.

5.8 **Change in Employment Status:** The employee using the purchase card shall immediately return the purchase card to their supervisor/Elected Official upon termination of employment with the County or if transferred to another department or County Official within the County.

6. **ADMINISTRATIVE PROCEDURES:** The Boone County Quorum Court may authorize changes and/or adjustments to the Purchase Card Policy.



COUNTY OF BOONE
COUNTY JUDGE'S OFFICE

100 N. MAIN STREET, STE 300, HARRISON, AR 72601
(870) 741-5760; Fax (870) 741-2855

PURCHASE CARD POLICY
ACKNOWLEDGEMENT AND AUTHORIZATION

I, the undersigned Boone County Elected Official, Department Head, or employee, hereby do acknowledge that I have carefully read the foregoing policy, and that I agree to subscribe to, honor and abide by its terms and conditions. I also hereby acknowledge that the use of purchase cards is restricted for Boone County Government to acquire goods and services which are appropriate and authorized for the conduct of County business. No personal expenditures of any kind are allowed with County purchase cards. Any such purchases will be considered unauthorized, and the employee will be subject to disciplinary action up to and including termination, along with reimbursement paid directly to Boone County and properly receipted with the Boone County Treasurer, including any interest charged on such purchases by the purchase card company.

Department: _____

Employee Name: _____

Employee Signature: _____

Date: _____

Boone County Judge Signature: _____

Date: _____

The third bullet states a need for public access through the main library for the community space. Is the doorway we already have between the buildings not large enough, or will there need to be a second entrance?

The size and location of the opening would be determined in the next phase. Codes, egress, and other factors are considered during design development. While a 3' wide door may be acceptable to code we might also want to consider visual access and ease of finding the space. Also, a factor is how many people are we trying to get through the space and how fast. As already stated, these types of decisions are normally done in the design development phase. The last bullet point mentions the courtyard — the board does not want a courtyard.

In our schematic design we felt that this space was currently an eyesore and distracted from the proposed addition. It is definitely your call and we can remove it from the rendering.

Services Excluded:

Can you explain what is meant by “exterior sign design is excluded”? Does that mean the signage shown on the rendering will not match what is actually installed on the building?

Exterior signage you see on most buildings require special permitting and there are city rules on size and location. We typically show the owner what we think will look good, but we are not sign designers. You could give this drawing to a sign company, and they would help you through the process. You are better off handling the signage yourself and will save money as opposed to having the general contractor provide.

The board has requested a new exterior design that incorporates the updated information that the top floor may be built out toward the Stephenson Street side. They would like fewer windows on the second floor, as there are concerns about maintaining them. They also want the design to be more consistent with the bottom floor, with an overall older aesthetic.

The answer to this question is also tied to the question below. We did already send you updated renderings on 4-23-26 in a drop box link near the bottom. I have reattached that email for your reference. The updated renderings reflect the additional 7+ feet we gained. As for the second floor being more consistent with the existing Fowler building, we will want to discuss this in more detail. If we do apply for the Historic register they will care about what we do to the exterior of the Fowler building. We believe that with the contrast of the second floor we are respectful of the Fowler building and it will be more accepted by the Historical Commission. If we were to match the building including the brick, the Historic commission would see that as trying to change what the Fowler building looked like. This is only our design opinion. We want our best foot forward, so we don't have to design this twice. The answer below will also be a big factor. About the

windows, we can change any amount of glass by making some areas solid panels. We think the current design addresses all your concerns and is respectful to the surroundings. Similar to above, the details of door sizes window openings and exterior materials all occur in the design development phase. We might need to talk more on the phone or in person.

Additionally, the board would like clarification on whether applying for the historic registry would be beneficial, along with the advantages and disadvantages.

I believe we need to start the process. We will be looking for a letter from the Historic society that we are eligible for it to be on the national register. I do not recommend at this time that you put it on the register. We did the same process for Camp Jack. It being on the Register could keep us from touching the building at all. Eligibility will only increase how much money we can spend on the ground floor. I will need to do a little more research with Wade to get more info. I would not start anything yet.

As for the additional 7 feet of space, we would like to add a closet between the break room and the assistant director's office. This will provide extra storage for her, the library supervisor, and myself.

That is your call. I don't see an issue. The offices were on the small size, and we felt splitting the 7+ feet would give everyone more space. The storage rooms will also get longer.

From this email it looks like we are heading into Design Development. Up to this point we have done schematic and marketing data (I still owe you an updated plan). Per the proposal I sent on 3-31-26 we need to discuss if the library is ready to go to the next phase. I hope I have answered all your questions. Please feel free to call my cell if needed.

Thomas E. Howard Jr. (Rett)

Risley Architects

6101 Phoenix Ave, Suite 1

P:479.452.2636

C:479-651-8853

www.rislevarch.com

Clayton Kops, is with one of the veteran groups, stopped by. They are going to be moving the ships bell from the USS Jack Williams.

- a. They do not feel like the new court house/government building has the right feel to it. They want to see if they can put it here IN the library.
- b. I guess because no one is going to be at the court house anymore they want it someplace that is going to get good foot traffic.
- c. There is also the flag and plaques Boone County resident for those that were KIA.
- d. The bell stand is about 3 ft. X 2.5ft, and then add the bell on top of that.

Boone County Long Range Plan 2026-2030

Mission Statement: To long and wordy, people don't read it all the way through, I stop halfway through if I don't have to read it. Can we change it and make it easier for people to understand? Something like what is below??

The Boone County Library serves the community through literacy, providing access to technology, and fostering lifelong learning through inclusive programs and outreach.

Vision: To inspire an informed, connected, and lifelong learning community where everyone has access to the resources, they need to thrive.

Core Values and Strategic Priorities

Facilities and Modernization

Renovations:

Renovate approximately 2,000 square feet on the first floor of the annex to create a welcoming community and library meeting space.

New Space Development:

Construct a second floor addition to the annex totaling approximately 2,374 square feet.

The second floor will include:

Staff break room

Administrative offices

This expansion will open additional areas within the main library for patron use and programming.

Building Maintenance:

Maintain and preserve the existing library and annex facilities to ensure a safe, welcoming, and functional environment for patrons and staff.

Communication and Visibility

Increase Online Presence:

Expand the library's visibility through social media and digital communication.

Promote programs, events, services, and positive activities happening throughout the library.

Technology Education:

Create instructional "how-to" videos demonstrating:

How to log into the online card catalog

How to access free digital resources and programs available to patrons

Community Programming and Focus

Technology Education:

Create instructional "how-to" videos demonstrating:

How to log into the online card catalog

How to access free digital resources and programs available to patrons

Community Engagement:

Redefine the library as a gathering place for the community to learn, read, attend events, and relax.

Attend community events to promote library services and resources.

Resource Awareness

Increase awareness of nontraditional library resources including:

Telescopes

Kindles

Seed library/catalog

Future circulating resources

Outreach and Lifelong Learning

Provide relevant, high-quality programs based on community needs.

Encourage lifelong learning through educational, artistic, and cultural programming for all ages.

Improve outreach efforts with local schools and colleges.

Continue supporting homeschool groups, community organizations, and testing services by offering free community meeting space.

Sustainable Growth and Financial Health

Financial Stability:

Ensure financial stability to support increasing operational costs and future growth.

Grant Opportunities:

Pursue grant funding opportunities to help offset costs associated with the annex project and other library improvements.

Technology Improvements:

Regularly update technology and digital services to meet changing community and technological needs.

Staff Development and Organizational Culture

Staff Support:

Support staff through retention efforts, training opportunities, and professional growth.

Professional Development:

Provide continuing education and training in:

Emerging technology

Customer service

Library best practices

Positive Organizational Culture:

Foster a supportive, collaborative, and service-oriented workplace culture focused on meeting community needs.

Reporting and Accountability Policy

To improve workplace efficiency and clarify the employee reporting structure, the following departments shall report directly to the Library Director, or in their absence, the Assistant Director: Library Supervisor, Children's Manager, Maintenance, Information Technology, Cataloging, and Genealogy.

All employees are expected to report to the Director, or to the Assistant Director when the Director is unavailable. Notifications regarding schedule changes, problems, concerns, or questions related to assigned tasks must be directed to the Director or Assistant Director, as appropriate.

In the event that both the Director and Assistant Director are unavailable, departments may contact the Library Manager for emergency situations only. Emergencies are defined as situations that could pose a risk to the safety of patrons, staff, or the facility.

All non-emergency matters must follow the established reporting structure and be directed to the Director or Assistant Director during normal operating conditions. Employees are expected to use sound judgment when assessing the urgency of a situation and to follow the appropriate chain of command.

Employees are required to remain on library premises during their scheduled shifts. Staff may leave the building during designated breaks or meal periods but must notify the Director or Assistant Director prior to leaving and return on time, ready to resume their duties.

4/28/2026

Cintas Combination First Aid and Safety Service Agreement

CUSTOMER INFORMATION

Company Name ("Customer"): Boone County Library

Phone: 870-571-2547

Email: ginger@boonecountylibrary.org

Customer #: 23024433

Physical Address: 221 Stephenson Ave. , Harrison, AR 72601

THE SAFETY DIRECTOR® EMERGENCY EYEWASH STATION

PRODUCT	PRICE / UNIT	# OF UNITS	MONTHLY PRICE
THE SAFETY DIRECTOR® EYEWASH BUNDLE	\$ /unit		\$ 0.00 /month
THE SAFETY DIRECTOR® EYEWASH UPGRADE	\$ /unit		\$ 0.00 /month
ONE-TIME WALL MOUNT INSTALLATION FEE (618333)	\$ /unit		

AUTOMATED EXTERNAL DEFIBRILLATORS

AED DEVICE	CASE	PRICE PER UNIT	# OF UNITS	MONTHLY PRICE
<input type="checkbox"/> LIFELINE <input type="checkbox"/> LIFELINE VIEW	<input type="checkbox"/> Cabinet <input type="checkbox"/> Grab N' Run	\$ /unit		\$ 0.00 /month
<input type="checkbox"/> ZOLL® AED PLUS® <input checked="" type="checkbox"/> ZOLL® AED 3	<input checked="" type="checkbox"/> Cabinet <input type="checkbox"/> Grab N' Run	\$ 126.00 /unit	1	\$ 126.00 /month
MEDICAL DIRECTION <input checked="" type="checkbox"/> LifeREADY 360™ <input type="checkbox"/> LifeREADY™				
TRAINING AHA HEARTSAVER™ FA/CPR/AED COURSE \$ /CLASS				

By checking this box and initialing, Customer affirmatively opts out of the AED Services as defined in the AED Delivery Confirmation

Initials _____

WATERBREAK®

COOLER UNIT DESCRIPTION	MONTHLY FEE/UNIT	# OF UNITS	TOTAL MONTHLY PAYMENT
FREESTANDING	\$ /unit		\$ 0.00 /month
COUNTERTOP	\$ /unit		\$ 0.00 /month

BY SIGNING BELOW, CUSTOMER CERTIFIES THAT CUSTOMER HAS READ AND AGREED TO THE TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT, INCLUDING THOSE PRINTED ON PAGES 2. CUSTOMER FURTHER AGREES AND UNDERSTANDS THAT BY SIGNING THIS AGREEMENT, CUSTOMER AGREES TO EXECUTE A DELIVERY CONFIRMATION FOR EACH SERVICE REQUESTED BY CUSTOMER, BEFORE CINTAS INSTALLS THE PRODUCT(S) REQUESTED HEREUNDER. SUCH DELIVERY CONFIRMATION WILL INCLUDE ADDITIONAL TERMS AND CONDITIONS, WHICH ARE HEREBY INCORPORATED INTO THIS AGREEMENT AND AGREED TO BY CUSTOMER. THE PERSON SIGNING THIS AGREEMENT ON BEHALF OF CUSTOMER EXPRESSLY REPRESENTS AND WARRANTS THAT HE OR SHE HAS ALL AUTHORITY NECESSARY TO BIND CUSTOMER TO ITS TERMS.

Authorized Signature: *Ginger Schoonenberger*

Date:

Printed Name: Ginger Schonberger

Title: Library Director

UNIVERSAL TERMS AND CONDITIONS

Cintas Corporation No. 2 d/b/a Cintas First Aid & Safety ("Cintas") will provide Customer the Automatic External Defibrillator(s) ("Devices"), The Safety Director® Emergency Eyewash Station(s) ("Eyewash Stations") and the WaterBreak® Cooler Units ("Units") and collectively with the Devices, Eyewash Stations, related products, and services outlined herein, "Products" and individually a "Product" as selected by Customer. In accordance with the terms and conditions of this ("Agreement"), Customer shall select the Products desired by Customer on the pricing tables (each a "Pricing Table") shown on the first page of the Agreement. These Universal Terms and Conditions apply to all Products selected by Customer.

- Parties and Acknowledgment.** This Agreement is between Cintas and Customer (individually, "Party"; together, the "Parties"). Any terms not specifically agreed upon by Cintas, in writing, are not binding on Cintas. The Parties agree and acknowledge that Cintas will be Customer's exclusive provider of first aid and safety goods and services for every Customer location that lies within Cintas's normal operating service areas. By signing this Agreement, Customer agrees and acknowledges that Customer will execute a Delivery Confirmation ("Delivery Confirmation") for each service requested by Customer, before Cintas installs the Product(s) requested hereunder. Such Delivery Confirmation will include additional terms and conditions, which are hereby incorporated into this Agreement and agreed to by Customer.
- Term; Renewal; Charges.** The initial term of this Agreement is 36 months, commencing on the delivery date of the first Product to the Customer, which shall be reflected in the first invoice from Cintas to Customer ("Initial Term"). This Agreement will renew automatically for succeeding terms of 12 months (each a "Renewal Term") unless Customer gives Cintas written notice of the Customer's intention not to renew at least 30 days prior to the expiration of the then-current term. Cintas shall charge Customer the monthly price for use of the Products as shown in each Pricing Table ("Monthly Service Charge"). Customer acknowledges, however, that Cintas's costs may increase and Cintas reserves the right to increase prices. If Cintas increases a price, Customer has the right to object in writing within 10 days of notice of the increase, which may be in the form of an invoice. If Customer objects to the increase, Cintas has the right to terminate the Agreement. If Customer does not object, Customer is bound by the new prices.
- Payment Terms; Credit.** Invoices shall be due within thirty (30) days of invoice date unless otherwise stated. If, in Cintas's opinion, Customer's credit becomes unsatisfactory, Cintas may: (1) suspend the delivery of Products pending receipt of cash or satisfactory security from Customer; or (2) repossess the Products. If Customer fails to pay amounts due to Cintas, Customer agrees to pay all reasonable costs of collection incurred by Cintas, including reasonable attorneys' fees.
- Quality of Services.** Cintas will deliver quality service at all times. Any complaints about the quality of Cintas's service not resolved in the normal course of business must be sent by registered letter to Cintas's General Manager at Cintas's nearest First Aid and Safety service office. If Cintas then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this Agreement provided all Products are returned in good working order or Purchased at the Product's Replacement Cost (as defined below).
- DISCLAIMER OF WARRANTIES AND REPRESENTATIONS. CUSTOMER ACKNOWLEDGES THAT CINTAS DOES NOT MANUFACTURE THE DEVICES, EYEWASH STATIONS, OR UNITS AND THEREFORE ALL PRODUCTS WILL BE SUBJECT TO THE WARRANTY PROVIDED BY THE MANUFACTURER OF THE PRODUCTS AND NOT CINTAS. CUSTOMER ACKNOWLEDGES THAT CINTAS MAKES NO WARRANTY, REPRESENTATION, COVENANT OR GUARANTEE, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IN CONNECTION WITH THE PRODUCTS PURSUANT TO THIS AGREEMENT. NO MODIFICATION, WAIVER, OR AMENDMENT OF THIS DISCLAIMER SHALL BE DEEMED EFFECTIVE UNLESS MADE IN A WRITING DRAFTED BY CINTAS FOR THIS EXPRESS PURPOSE THAT IS (I) SIGNED BY CINTAS, (II) EXPLICITLY USES THE TERM "WARRANTY" IN ITS TITLE, (III) SPECIFICALLY REFERENCES THIS AGREEMENT; AND (IV) EXPLICITLY AND UNAMBIGUOUSLY DESCRIBES WHAT ADDITIONAL WARRANTY(IES) ARE BEING OFFERED TO CUSTOMER PURSUANT TO THIS AGREEMENT. CUSTOMER FURTHER AGREES THAT THIS EXPLICITLY EXCLUDES ANY OF CINTAS'S SALES MATERIALS, CIRCULARS, WEBSITES, AND OTHER ADVERTISING MATERIALS OF ANY TYPE FROM CREATING ANY WARRANTIES UNDER THIS AGREEMENT, AND CUSTOMER REPRESENTS AND WARRANTS THAT IT IS NOT RELYING UPON ANY SUCH MATERIALS FOR THIS PURPOSE.**
- LIMITATION OF CINTAS'S LIABILITY.** Customer acknowledges that Cintas's service fees/purchase prices are based on the value of services or goods provided and the limited liability provided under this Agreement and not on the value of the Customer's premises or its contents, or the likelihood or potential extent or severity of injury (including death) to Customer or others. Customer further acknowledges and agrees that Cintas cannot predict the potential amount, extent, or severity of any damages or injuries that Customer or others may incur due to the failure of the goods or services to work as intended. IF CINTAS OR ITS REPRESENTATIVES ARE HELD LIABLE FOR ANY REASON FOR ANY LOSS, INJURY, OR DAMAGES OF ANY KIND THAT ARISES OUT OF, RESULTS FROM, OR IS RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, LOSSES, INJURIES OR DAMAGES RESULTING FROM CINTAS'S SOLE OR PARTIAL NEGLIGENCE, WHETHER ACTIVE OR PASSIVE), CUSTOMER AGREES AND WARRANTS THAT CINTAS'S AND ITS REPRESENTATIVE'S COLLECTIVE LIABILITY TO CUSTOMER, ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES, INVITEES, AND ANY THIRD PARTY SHALL BE LIMITED EXCLUSIVELY TO \$1,000. If Customer wishes to increase the limitation of liability, Cintas and Customer may negotiate a supplemental written agreement to increase the limit of Cintas's liability, but no such agreed upon increase to the limit of Cintas's liability shall be interpreted to find Cintas or its subcontractors or representatives to be insurers. CUSTOMER AGREES THAT THE LIMITS ON THE LIABILITY OF CINTAS AND THE WAIVERS AND INDEMNITIES SET FORTH IN THIS AGREEMENT ARE A FAIR ALLOCATION OF RISKS AND LIABILITIES BETWEEN CINTAS, CUSTOMER, AND ANY OTHER AFFECTED PARTIES. CUSTOMER ACKNOWLEDGES AND AGREES THAT WERE CINTAS TO HAVE LIABILITY GREATER THAN THAT STATED ABOVE, IT WOULD NOT PROVIDE THE GOODS OR SERVICES. Neither party shall be liable to the other or any other person for any incidental, punitive, speculative, or consequential damages of any type, including, but not limited to, loss of profits or business opportunity.
- Governing Law; Disputes.** This Agreement shall be governed by, and all disputes arising hereunder resolved in accordance with, the laws of the State of Ohio. Any dispute relating to this Agreement, other than an action for collection of fees owed to Cintas, shall be resolved by binding and final arbitration. EACH PARTY, ON BEHALF OF ITSELF AND ALL OF ITS INSURER(S), WAIVES TRIAL BY JURY IN ANY ACTION BETWEEN CUSTOMER AND/OR INSURER AND CINTAS, AND CUSTOMER IRREVOCABLY WAIVES ANY RIGHT TO CLASS REPRESENTATIVE CLAIMS (WHETHER AS A CLASS MEMBER OR CLASS REPRESENTATIVE) AND ANY RIGHT TO HAVE SUCH DISPUTE CONSOLIDATED OR CONSIDERED IN CONJUNCTION WITH ANY OTHER CLAIM OR CONTROVERSY OR AS A PART OF ANY OTHER PROCEEDING. The exclusive jurisdiction and forum for resolution of any dispute shall be Warren County, Ohio.
- Cintas not an Insurer.** Customer acknowledges and agrees that neither Cintas nor its representatives are insurers and that no insurance coverage is provided by this Agreement. Customer understands and agrees that it is Customer's sole responsibility to obtain and maintain insurance coverage for costs, expenses, losses and damages, including related to the Products. Customer releases and waives all rights of recovery against Cintas by way of subrogation.
- RELEASE AND INDEMNIFICATION OF CINTAS BY CUSTOMER.** CUSTOMER RELEASES AND AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CINTAS AND ANY/ALL OF ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES OF ANY TYPE FROM LIABILITY FOR ANY AND ALL LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR TYPE, UNDER ANY LEGAL, EQUITABLE OR OTHER THEORY, THAT MAY OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH, OR AFTER THE EXECUTION OF THIS AGREEMENT RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT OR PERFORMANCE UNDER THE AGREEMENT, INCLUDING (BUT NOT LIMITED TO) THE IMPROPER OPERATION OR NON-OPERATION OF THE PRODUCT(S) OR SERVICE(S). THIS OBLIGATION INCLUDES (BUT IS NOT LIMITED TO) ANY CLAIM, DEMAND, SUIT, LIABILITY, DAMAGE, JUDGMENT, LOSS, EXPENSES, ATTORNEYS' FEES, AND COSTS, THAT MAY BE ASSERTED AGAINST OR INCURRED BY CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES BY CUSTOMER OR ANY PERSON OR ENTITY NOT A PARTY TO THIS AGREEMENT (INCLUDING, BUT NOT LIMITED TO, CUSTOMER'S INSURANCE COMPANY, ADMINISTRATIVE BODY OR AUTHORITY, OR CUSTOMER'S EMPLOYEES) FOR ANY EXPENSE, LOSS, OR DAMAGE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, OR ALLEGED TO BE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, BY ANY ACT, OMISSION, OR FAULT OF CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES. THIS OBLIGATION EXTENDS TO, WITHOUT LIMITATION, STATUTORY CIVIL DAMAGES, ECONOMIC DAMAGES, PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE (REAL AND PERSONAL) ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY CLAIMS BASED UPON BREACH OF THE AGREEMENT, STRICT LIABILITY, REQUESTS FOR OR RIGHTS OF SUBROGATION OR CONTRIBUTION, INDEMNIFICATION, WRONGFUL DEATH, AND NEGLIGENCE (WHETHER ACTIVE OR PASSIVE, AND INCLUDING CLAIMS BASED UPON CINTAS'S SOLE, PARTIAL, OR JOINT AND SEVERAL NEGLIGENCE OF ANY TYPE OR DEGREE), AND ANY OTHER CLAIM, WHETHER BASED UPON OR ARISING UNDER CONTRACT, TORT, LAW, OR EQUITY. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE. Cintas reserves the right to select counsel to represent it in any such action.
- LIMITATION OF ACTION.** ANY ACTION BY CUSTOMER AGAINST CINTAS OR ANY SUBCONTRACTOR MUST BE COMMENCED WITHIN ONE YEAR OF THE ACCRUAL OF THE CAUSE OF ACTION OR THE ACTION SHALL BE BARRED, REGARDLESS OF ANY OTHER STATUTE OF LIMITATION OR REPOSE THAT MAY APPLY TO THE CLAIM UNDER STATE OR FEDERAL LAW.
- Force Majeure.** Cintas shall not be responsible or liable for failure to perform attributable to any cause or contingency beyond its reasonable control including, without limitation, act of God; act or omission of civil or military authority; fire, flood; pest; epidemic; earthquake; volcanic activity, quarantine restriction; labor dispute (e.g. lockout, strike, work stoppage or slowdown); embargo; war; riot; unusually severe weather; accidents; political strife; act of terrorism; delay in transportation; compliance with any regulation or directive of any national, state, or local government, or any department or agency thereof; or any other cause which by the exercise of reasonable diligence Cintas is unable to overcome.
- Authority to Execute Agreement.** Each Party represents and warrants to the other Party that (i) the execution, delivery, and performance of this Agreement have been duly authorized by all necessary entity action(s), and (ii) this Agreement constitutes a valid and binding obligation and is enforceable in accordance with its terms. The person signing this Agreement on behalf of Customer expressly represents and warrants that he or she has all authority necessary to bind Customer to its terms.
- Assignment.** This Agreement cannot be assigned by the Customer without Cintas's written consent, which will not be unreasonably withheld. Cintas has the right to assign this Agreement. The Agreement shall inure to the benefit of and be binding on the Parties and their respective successors and permitted assigns.
- Entire Agreement; Amendments; Waiver; Severability.** This Agreement contains the entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior negotiations, agreements, and understandings with respect thereto, and any terms and conditions set forth in subsequent purchase orders or other documents issued by Customer. No amendment of this Agreement is effective unless it is signed by Customer and Cintas. A waiver by either party of a breach of this Agreement will not constitute or be construed as a waiver of any subsequent breach of this Agreement. The invalidity or unenforceability of any portion of this Agreement shall not affect the validity or enforceability of any other portion.
- Replacement Cost.** In the event any Product is lost, stolen, or damaged beyond repair, Customer will reimburse Cintas for Cintas's actual cost to replace such Product, which shall include the cost of the replacement Product, all necessary labor to install the replacement Product or remove the existing Product, and all other cost actually incurred by Cintas to replace such Product ("Replacement Cost"). The payment of the Replacement Cost does not release Customer of its obligations under the terms and conditions of this Agreement. Customer agrees to make the Products available to Cintas for maintenance during the then-current term.
- Cancellation; Return of Product(s).** Customer may cancel the Agreement at any time with a 30-day advance written notification. If Customer terminates the Agreement prior to the end of the then-current term for any reason other than a material breach by Cintas or if Cintas terminates this Agreement for a material breach by Customer, Customer shall pay all remaining Monthly Service Charges owed through the end of the then-current term. Upon any such cancellation, or at the expiration of this Agreement, Cintas shall regain possession of the Product(s) in the same condition as originally delivered, ordinary wear and tear excepted, provided however that Customer shall have the option to purchase any Devices or Eyewash Stations for \$399 at the time of such cancellation or expiration. Customer acknowledges Cintas shall be entitled to repossess the Product(s) following cancellation or expiration of the Agreement and customer shall grant Cintas access to the Product(s) for such purpose.
- Scope and Limitations of AED Service.** In the event that Customer requests AED Product(s)/AED Services, the scope of Cintas's responsibilities under this Agreement is limited to delivering AED Product(s), performing AED Services as defined in the AED Delivery Confirmation, (unless Customer opted-out of the AED Services, in which case Cintas will not provide the AED Services) and providing access to third-party Medical Direction, as outlined in the AED Delivery Confirmation. Customer acknowledges that the scope of services expressly excludes: performance of a risk or hazard analysis of any kind or type, providing regulatory guidance, or providing recommendations regarding the type, number, and placement or location of AED Product(s) at Customer's facility. Customer further agrees that Cintas has no responsibility to monitor the condition of the AED Product(s) between Cintas's periodic service visits. Customer bears sole responsibility for notifying Cintas of faults, alarms, or indications that an AED Product is not functioning properly in between Cintas's periodic service visits. Should Customer so notify Cintas, Cintas will respond to Customer within a reasonable period of time following receipt of notice and will perform a service visit within a reasonable time thereafter to provide a visual inspection of the AED status indicator and/or provide a replacement Device. If Customer opted-out of the AED Services, Cintas has no liability of any kind in relation to, and Customer agrees to defend, indemnify, and hold Cintas harmless against, all liabilities and claims of any kind including losses or damages to person or property (including death) caused in connection with or arising from the AED Product(s).
- Scope and Limitations of Eyewash Service.** In the event that Customer requests Eyewash Product(s)/Eyewash Service, the scope of Cintas's responsibilities under this Agreement is limited to delivering the Eyewash Product(s) and performing Eyewash Service as defined in the Eyewash Delivery Confirmation. Customer acknowledges that the scope of services expressly excludes: performance of a risk or hazard analysis of any kind or type; determining whether the Eyewash Station(s) exists on the same level as a hazard or is accessible within 10 seconds of any given hazard; monitoring the water temperature; providing regulatory guidance; or providing recommendations regarding the type, number, and placement or location of Eyewash Product(s) at Customer's facility. Customer further agrees that Cintas has no responsibility to monitor the condition of the Eyewash Product(s) between Cintas's periodic Eyewash Service visits. Customer further acknowledges that it bears sole responsibility for ensuring that Eyewash Product(s) and other equipment at its facility satisfy ANSI, OSHA and all other applicable requirements. Customer expressly acknowledges that the status of the Eyewash Product(s) can change at any time subsequent to a service visit by Cintas and that Cintas is not responsible or liable for any such change in status, including but not limited to any change in signage.
- Installation.** Customer acknowledges it is responsible for designating the location that the Products will be installed in Customer's property and ensuring all necessary access, including electrical and plumbing, is available. Cintas may choose not to install Products if technical issues are encountered or requirements are unusual or extensive, as determined by Cintas in its sole discretion. Customer acknowledges that, as part of any installation, Cintas may drill, cut, and otherwise alter improvements on the property (including walls and other surfaces). If Cintas must drill or cut in order to complete the installation, Cintas is not responsible for repairing the altered surface(s), including but not limited to, patching, covering, painting or texturing work. Further, at the end of the Agreement, Cintas shall not be responsible for any repairs necessitated by the removal of the Products, including but not limited to, patching, covering, painting or texturing work.

For full terms and conditions including delivery terms and conditions please go to <https://www.cintas.com/firstaidsafety/fas-universal-agreement/>

**BY-LAWS OF THE
BOONE COUNTY LIBRARY BOARD**

Adopted February 21, 2002
Amended February 17, 2005
Amended March 22, 2018

ARTICLE I – NAME, AUTHORIZATION AND RESPONSIBILITY

Section 1. The organized body known as the “Boone County Library Board” exists by authority of the Boone County Quorum Court Ordinance No. 1978-8 dated May 8, 1978.

Section 2. The Boone County Library Board shall be responsible for the establishment and continuing surveillance of the over-all policies governing the operations of the county library system.

Section 3. The Boone County Library Board must abide by the laws governing the conduct of all county boards **14-14-705 County advisory or administrative boards**, Arkansas Public Library Laws.

ARTICLE II – OBJECTIVE

The objective of the Boone County Library Board is to create and maintain the necessary facilities to provide the books and other library resources for the interest, information, and enlightenment of all people served by the county library system.

ARTICLE III – MEMBERSHIP

Section 1. The Boone County Library Board is composed of five (5) members who are appointed by the County Judge, with concurrence of the Boone County Quorum Court. The appointed Board members shall subscribe to the oath of office within ten (10) days from the date of appointment and evidence of oath of office shall be filed with the County Clerk.

Section 2. The Boone County Library Board members are appointed to serve a five (5) year term and shall serve until their successors are appointed and qualified. No Board member shall be appointed for more than two (2) consecutive terms.

Section 3. Regular Board meeting attendance is necessary for the conducting of official library business. If unable to attend, Board members must notify Chairman of the Board or Library Director.

Section 4. If Board member moves from the County, then they would vacate their position.

Section 5. All vacancies would be appointed by the County Judge, with concurrence of the Boone County Quorum Court.

Section 6. The County Judge serves as an ex-officio member of the Board without vote.

ARTICLE IV – OFFICERS

Section 1. Officers of the Boone County Library Board shall include a Chairman, Vice-Chairman and Secretary. All officers except the Secretary shall be elected annually by usual parliamentary procedures at the annual meeting. The Library Director or her representative shall be Secretary and the Library Director shall be an ex-officio member of the Board without a vote and shall attend all board meetings except those concerning the position of the Library Director. The Chairman may succeed himself/herself.

Section 2. The Chairman shall preside at all meetings and shall decide all points of order or procedure not specifically provided for by these By-Laws. He/she shall act as the Board's official agent in any public or legal problems and/or relationships which may arise as a consequence of any actions of the Boone County Library Board. The Chairman shall be an ex-officio member of all appointed committees.

Section 3. In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman.

Section 4. The Secretary shall keep the minutes of the meetings and perform the duties generally assigned to this office.

ARTICLE V – MEETINGS

Section 1. Regular meetings of the Boone County Library Board shall be held on the fourth Thursday of each month at 12:00 noon in the library's meeting room. Should circumstances dictate a change in the date, time, or place of any meeting, notice shall be provided to all Board members within two (2) calendar days. The public must be notified as well.

Section 2. Special meetings may be called by the Chairman or upon the written request of three (3) members. The notice for a special meeting shall state the purpose for which the meeting is called and written notification of all Board members must be sent not less than two (2) calendar days prior to the calendar day of the meeting. The public must be notified as well.

Section 3. All meetings regular or special of the Boone County Library Board shall be considered public meetings. All minutes of the meetings must be maintained for public review through the Freedom of Information Act. Board business should not be discussed outside of board meetings by text or e-mail. A library e-mail will be established for communications about board meetings.

Section 4. Three (3) Board members, including at least one elective officer, shall constitute the quorum required for the transaction of any business at any meeting of the Boone County Library Board.

Section 5. The January meeting shall be the Annual Meeting, at which time the officers shall be elected.

ARTICLE VI – ORDER OF BUSINESS

Section 1. The order of business at the regular meetings of the Boone County Library Board shall be as follows:

- (a) Call to order
- (b) Reading of the Minutes of proceeding meeting
- (c) Budget, financial, and statistical report
- (d) Old business
- (e) New business
- (f) Adjournment

Section 2. If in the judgment of the Chairman, circumstances should make it desirable to deviate from the prescribed order of business at any meeting, he/she may so announce and proceed accordingly, unless objection is voiced. Should objection be voiced, the proposed deviation shall be subjected to majority vote.

ARTICLE VII – COMMITTEES

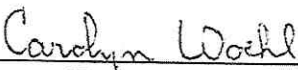
Section 1. There shall be no standing committees.

Section 2. The Board County Library Board may establish such ad hoc committees as it deems advisable and assign to each such committee specific duties or functions. The Chairman shall designate the members and name of the Chairman of any ad hoc committee established.

ARTICLE VIII – AMENDMENTS TO BY-LAWS

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a two thirds affirmative vote of the Board members present at any regular meeting, if the proposed By-Laws are actually stated in the call notice for the meeting.

The undersigned officers of the Boone County Library Board do hereby certify the above and foregoing By-Laws were duly amended by the Boone County Library Board on the 22nd day of March 2018.



Chairman



Secretary

Copy: Boone County Library Board Members
Boone County Judge
Boone County Clerk
Arkansas State Librarian