

## MINUTES OF THE



## BOARD OF TRUSTEES REGULAR BOARD MEETING December 17, 2025

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:30 p.m. on December 17, 2025. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City

Roll Call: Sherry Bledsoe, Mary Herr, Charlie Parke, Doug Stone and Paul Travis

Board Members Absent:

Others Present: Kevin Ayala, Jolene Faber and Kirsten Wellnitz

STAFF GREETING: Cora Schaeff: Managing Librarian – Wirt Branch

Cora is the new Managing Librarian at our Sage Branch. Cora comes back to BCLS after spending a year as the Outreach Supervisor in the Siesta Key area. Prior to that, she worked for three years as the Children's Department Head at Wirt. Cora grew up in Bay City and has worked in libraries for 20 years; both in public and parochial as well as five public library systems.

PUBLIC COMMENTS: No Public Comment.

### REGULAR MEETING MINUTES – November 19, 2025 (**Approve**)

S. Bledsoe addressed some concerns she had with the November 19, 2025 minutes and asked that they be revised. The board discussed and decided to table the minutes until adjustments are made and brought back to the next meeting.

**No Motion to approve the minutes of the November 19, 2025 regular board meeting.**

### BILLS PAYABLE

K. Ayala reported that the bills payable for the month of November were routine. K. Ayala pointed out the charge to Cincinnati Insurance Company and reminded the board that is for our insurance renewal for our property and contents for next year. K. Ayala also pointed out the charge to EBSCO Information Services which is our magazine subscriptions; one company handles all our magazine subscriptions.

K. Ayala also discussed with the board the purchasing of books switching mainly to Ingram Library Services as Baker and Taylor has gone out of business.

**Motion by S. Bledsoe, seconded by C. Parke, to approve the bills payable for the month of November 2025. Motion carried.**

## PENAL FINE REPORT

K. Ayala reported November penal fines came in at \$17,501.73 slightly under budget. Year-to-date penal fine total through November is \$207,439.94.

## FINANCIAL REPORT

K. Ayala reported revenue for November was \$72,102.39 with the majority coming from the Interest on Investments and Penal Fines. We had a good year when it comes to revenue which allowed us to pay for the second floor refresh and the new boilers at Wirt without having to use fund balance money.

On the expense side, K. Ayala commented that expenses are coming in at or below what was budgeted.

Looking at the comparison from November 2024 to November 2025, one large difference was the Penal Fines with a \$184,623.68 difference showing just how unpredictable penal fines can be from year to year.

**Motion by C. Parke, seconded by M. Herr, to receive the November 2025 Penal Fine and Financial Reports as presented. Motion carried.**

## ADMINISTRATION REPORT – Kirsten Wellnitz

Winter Reading Program will be starting up again on January 5<sup>th</sup> with a new theme this year “Glide Into Reading.” This is for all ages with different prizes that can be won.

We are pleased to announce our new Children’s Coordinator, Jennifer Edmonds, who started December 8<sup>th</sup> and has been a great fit so far.

Gift of Reading marked its 38<sup>th</sup> year of giving new books to organizations throughout the community to share with families.

We are pleased to announce that our recent visit with the bedbug sniffing dogs reported no bedbugs; our next visit is scheduled for May 2026.

**Motion by M. Herr, seconded by S. Bledsoe, to receive the Administration Report as presented. Motion carried.**

## CORRESPONDENCE – No Correspondence.

## COMMITTEE REPORTS

- A. Finance Committee – No meeting.
- B. Personnel Committee - No meeting.

## UNFINISHED BUSINESS

Boiler Inspection Quote – The board discussed the quote from Gateway Refrigeration on inspecting the boilers at Sage, Auburn, and Pinconning. It was decided that this was not something the board wanted to pursue after discussion.

## NEW BUSINESS

Eric Palmer – Director of MMLC

-Mr. Palmer spoke to the board about the Mideastern Michigan Library Cooperative (which BCLS belongs to) and what services it provides to its members. He also spoke about MMCL seeking a new board member to represent Bay County.

ADDITIONAL FUTURE AGENDA ITEMS: No additional agenda items.

## ANNOUNCEMENTS

### ADJOURNMENT

**Motion by S. Bledsoe, seconded by D. Stone, to adjourn the meeting at 6:45 p.m. Motion carried.**

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Mary Herr  
Secretary/Treasurer

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Jolene Faber,  
Recording Secretary