

## MINUTES OF THE



### BOARD OF TRUSTEES REGULAR BOARD MEETING

August 27, 2025

Paul Travis called the regular board meeting of the Bay County Library System Board of Trustees to order at 5:31 p.m. on August 27, 2025. The meeting was held in the Kantzler Community Room at the Alice and Jack Wirt Public Library, 500 Center Avenue, Bay City Michigan 48708.

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

Board Members Absent:

Others Present: Kevin Ayala, and Jolene Faber

STAFF GREETING: Rachel Bedell: Senior Library Assistant Acquisitions

Rachel has been part of BCLS since 2000. She has worked at all the branches and the bookmobile and has been in Acquisitions for the last 10 years. Her department orders, catalogs and processes all the new material that comes in for the system. Rachel gave the board members an info graph of the overview of the process that new items go through in her department.

ADDITIONAL AGENDA ITEMS: No additional agenda items.

PUBLIC COMMENTS: No Public Input

REGULAR AND SPECIAL MEETING MINUTES – July 23, 2025 (**Approve**)

**Motion by C. Parke, seconded by M. Herr to approve the minutes of the July 23, 2025 regular board meeting and the special meeting. Motion Carried.**

#### BILLS PAYABLE

K. Ayala reported that the bills payable for the month of July were routine. He pointed out a charge from Mango Languages which is a yearly subscription for a language learning database. K. Ayala also pointed out the charge from MMLC (Midwestern MI Library Cooperative) which was for our second State Aid payment. When we receive State Aid money from the state, we send half of the payment to MMLC which we then request back once we pay our VLC (Valley Library Consortium) database system bills. It is required by the state to be done that way.

**Motion by M. Herr, seconded by S. Bledsoe, to approve the bills payable for the month of July 2025. Motion carried.**

## PENAL FINE REPORT

K. Ayala reported July penal fines came in at \$20,787.77. We are averaging slightly above we budgeted for the year. K. Ayala reminded the board that we have no control over what amounts we get for penal fines.

## FINANCIAL REPORT

K. Ayala reported revenue for July was \$155,165.79 with the majority coming from the State Aid payment we received; this was the second State Aid payment and we are fully paid on State Aid for the year. We also received a VEBA Trust Reimbursement.

On the expense side, K. Ayala commented that we are operating within our budget with no areas of surprise. We just finished the second floor re-carpeting project which went very well and came in under budget.

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

## ADMINISTRATION REPORT

K. Ayala gave the finishing stats on the Summer Reading Program which showed an increase in both Children and Adult finishers.

The Friends of the Library's annual book sale had another successful year with the second highest sales ever. Big thank you to the volunteers that showed up to make it a success.

The Re-Fresh on Wirt's second floor went smoothly with only a few loose ends to tie up. New carpeting was installed, furniture and shelving were re-adjusted with a few new pieces of furniture added. We hope this re-fresh will enhance our patron experience as they come in to use the library.

Library staff is gearing up for September which is Library Card Sign Up Month. We will be doing our annual National Library Card Sign-up campaign at all of the branches.

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

CORRESPONDENCE – No Correspondence.

## COMMITTEE REPORTS

A. Finance Committee – No meeting.

B. Personnel Committee - Director contract offer.

**Motion by D. Stone, seconded by C. Parke, to approve the contract between BCLS and Kirsten Wellnitz for Director as offered. Motion carried.**

## UNFINISHED BUSINESS

No Unfinished Business.

## NEW BUSINESS

No New Business.

## ANNOUNCEMENTS

No Announcements.

## ADJOURNMENT

**Motion by C. Parke seconded by D. Stone, to adjourn the meeting at 6:08 p.m. Motion carried.**

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Mary Herr  
Secretary/Treasurer

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Jolene Faber,  
Recording Secretary