

**Library Advisory Committee  
Regular Meeting  
November 13, 2025  
Bay County Public Library  
Meeting Room**

Members in Attendance:

Gerry Wilson: Bay County Commissioner Raffield, District 1  
Jean Campbell: Bay County Commissioner Crosby, District 3  
Crystal Grey-Hewett: Bay County Commissioner Moore, District 4  
Mary Gibson: Gulf County Commission  
Fran Davis: Liberty County Commission  
Jeff DiBenedictis: Bay County Commissioner Pease, District 5

Members Absent:

James Burnette: Bay County Commissioner Carroll, District 2

Library Staff in Attendance:

Robin Shader: Library Director  
Ashley Burlon: Community Relations & Marketing Coordinator  
Logan Clampitt: Administrative and Financial Manager

**Call to Order:** The meeting was called to order by the Chair Jeff DiBenedictis at 1:00 p.m. A quorum was acknowledged. Library Director Robin Shader announced that James Burnette, Bay County District 2 representative, has resigned due to work obligations. The BOCC has been made aware and will appoint a new member.

**Public Comment:** No members of the public were present.

Approval of Minutes:

The July 2025 and September 2025 minutes were previously distributed by email. **Crystal Grey-Hewett moved to approve the July and September minutes and Jean Campbell seconded. The minutes from the July and September meetings were approved unanimously.**

Old Business:

a. Library Funding: Staff Reductions & Hours Changes

Director Robin Shader explained that we received funding increases for Gulf County and the City of Panama City Beach but it was less than the amount requested and, as a result, will require leaving one vacancy unfilled in Port St. Joe and one in PCB. Robin mentioned the operating hours reductions in Gulf County libraries and at PCB Library, necessitated by the staffing reductions. Gulf County libraries will alternate Saturdays, and PCB reduced Monday – Wednesday hours by one each day, so the library now closes at 5 pm. Neither Gulf County nor PCB libraries will begin the year with funds for books, although carry forward funds should provide some book money later in the year.

Members discussed the importance of having funds for books and the efforts of Friends of the Library groups to assist in providing funds and advocacy for the libraries.

Ashley Burlon mentioned cost of living increases and the new insurance change that may put additional pressure on the library budgets.

#### New Business:

##### a) Approval of 2026 Meeting Schedule:

The board discussed the 2026 meeting schedule. The May 14 meeting was moved to May 21 to accommodate a request from the Library Director. **Mary Gibson made a motion to accept the schedule; seconded by Fran Davis. The motion passed unanimously.**

##### b) Reconsideration Process:

Robin explained that the library received a request to reconsider the book “Rick” by Alex Gino and that a review committee had been appointed, per library policy. Robin reviewed the process with the committee.

#### Director’s Report:

##### a) Library Highlights:

Robin referred to her written report and mentioned statistical highlights. The annual number of items borrowed were up 4% compared to last year and digital items are still very popular. In-person visits have been about the same. Jeff asked how we track visits, and Robin said it varies by location. Some libraries have a door counter and others manually count as people enter.

Robin mentioned Career Online High School and that there have been 60 graduates since 2018. We are currently out of funding for scholarships but are considering options for grants and donations so we can continue the program. Jeff talked about how he wants to keep helping out as much as possible via the Edward Hickey, Jr. Trust. There will be a graduation ceremony on January 15<sup>th</sup>. Ashley brought up a comment from a former career online high school student who had graduated and was very happy and grateful.

Fran Davis asked about the notary service, which was mentioned in the Director’s written report. Staff members answered questions about how the library promotes the service – and about the cost, which is low or free (depending on the location) to provide the service affordably to the community.

##### b) Program Updates:

Ashley talked about some of the programs that will be offered in the month of December. January has multiple programs, including an astronomy event, many popular winter programs, collaborative art, and a NORAD visit.

Board Comments/Announcements: Fran talked about the Hosford pumpkin art contest and how impressed she was to see everyone participate and get very creative. She is encouraged to advertise and bring more people into it next year. Ashley passed around pictures for the members to see.

Adjournment: The meeting was adjourned at 2:03 pm.

Next meeting: January 8, 2025, 1 p.m.