



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

ADVISORY COUNCIL MONTHLY MEETING

Thursday, September 14, 2023
Following the 9:30 a.m. Board Meeting

Kent District Library Service Center
814 West River Center Drive NE, Comstock Park, MI 49321

AGENDA

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF AGENDA (m)
- 3) PUBLIC COMMENTS
- 4) APPROVAL OF MINUTES- AUGUST 10TH, 2023 (m) PAGE 2
- 5) COUNCIL PRESIDENT REPORT – Mary Cook, Chair
- 6) BOARD REPORT – Lance Werner, Board President (i)
- 7) ILS MANAGER’S REPORT (i)
- 8) MEMBER SERVICES MANAGER’S REPORT – Amber McLain (i)
- 9) COOPERATIVE DIRECTOR’S REPORT -Carol Dawe (i)
- 10) COMMITTEE REPORTS (f)
 - a) Continuing Education Committee- Unofficial Minutes (i) PAGES 3-4
 - b) Circulation Committee-Unofficial Minutes (i) PAGES 4-18
- 11) OTHER REPORTS (If Representatives Present) (i)
 - a) MLA Legislative Committee Report – Shirley Bruursema, and Dale Parus
- 12) ONGOING BUSINESS
 - a) Fall Programming and Projects Discussion (i)
- 13) NEW BUSINESS
 - a) Summer Reading Donations: (i) PAGES 19-22
 - b) Board Elections (m) PAGES 23-24
- 14) PUBLIC COMMENTS
- 15) NEXT MEETING - Thursday, October 12th, 2023, following the Board Meeting at Kent District Library Service Center.
- 16) ADJOURNMENT (m)

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, August 10, 2023 at 9:30 a.m.
At the KDL Service Center**

Council Members Present: Mary Cook (OA), Kelly Tinkham (NN), Elyshia Hoekstra (OC),

Lakeland Staff Present: Carok Dawe, Amber McLain, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:18 by Mary Cook.
- 2) **APPROVAL OF AGENDA:** Cierra Bakovka moved, supported by Stef Reed to approve the agenda as presented - *motion carried*.
 - a) **PUBLIC COMMENTS:** None
- 3) **APPROVAL OF MINUTES:** Britney Dillon moved, supported by Cierra Bakovka, to approve the Advisory Council minutes from July 13, 2023, with amendments– *motion carried*.
- 4) **COUNCIL PRESIDENT REPORT:** Mary Cook discussed the process for expressing interest in Advisory roles.
- 5) **BOARD REPORT:** None.
- 6) **ILS MANAGER’S REPORT:** See written report. Sheryl also shared that BiblioSuggest is testing with a few libraries.
- 7) **MEMBER SERVICE MANAGER’S:** See written report. Amber highlighted the need to check for Directory changes.
- 8) **COOPERATIVE DIRECTOR’S REPORT:** Carol assured the group that Lakeland will make sure the libraries have their Bibliocore logins. She also shared that we are working with Bibliocore for OverDrive records regarding what shows in the catalog when searching. Carol also spoke about onboarding Anne, the new ILS manager hire.
- 9) **COMMITTEE REPORTS:**
 - a) Finance Committee – included for information.
- 10) **OTHER REPORTS:**
 - a) **MLA –** Legislation is currently on break, so discussion currently revolves around items coming up after Labor Day or hypotheticals on the horizon. MLA Right to read is planning presentations for the fall. Penguin Random House is sending along a draft of a Right to Read Platform to all Library Associations to take to their legislature. MLA thought it was a bit overboard for the current climate, but the core point was regarding protecting library staff from the influx of abuse.
- 11) **ONGOING AND NEW BUSINESS:**
 - a) Budget – Mary Johnson moved, supported by Britney Dillon, to approve the budget by Mary Johnson, seconded by Britney Dillon, to approve the 2023-2024 budget.
 - b) Patron Point Auto-Renew – Motion to approve moving forward with Patron Point Auto Renew made by Peggy Hemerling, seconded by Stef Reed. Majority approved, two opposed.
 - c) SRP Sharing – Discussion ensued about attendance rates, adult participation, and finisher rates.
- 12) **PUBLIC COMMENTS:**
 - a) Several public comments (Amber was helping the caterer for Shery’s retirement).
 - b) Carol discussed OverDrive Advantage titles and the development of standards for them.
 - c) Stef Reed shared that they are a part of the MLA committee for Future Readiness for libraries – which will cover things like AI, building design, HR, etc.
- 13) **NEXT MEETING:** Thursday, September 14, 2023, following the 9:30 a.m. Board Meeting at Kent District Library Service Center
- 14) **ADJOURNMENT:** Cierra Bakovka moved, supported by, Peggy Hemerling, to adjourn at 11:03 - *motion carried*.

Respectfully submitted by,
Amber McLain

Lakeland Library Cooperative
 Continuing Education Committee August 24, 2023 at 1:00 pm
 (via Zoom)

Chair: Alison Anderson

Vice Chair: Ingrid Boyer

UNOFFICIAL

MINUTES

- I. Call to order and roll call
Meeting called to order at 1:02. In attendance: Carol Dawe (LLC), Amber McClain (LLC), Alison Anderson (Spring Lake), Matt Lubbers-Moore (Fruitport), Jill Hansen-Aune (Fremont), Mary Johnson (MADL), Ingrid Boyer (SDDL), Cierra Bakovka (Henika).
- II. Additions or deletions to the agenda -- ***None***
- III. Approval of the agenda (***Motion: Mary/Support: Cierra***)
- IV. Review and Approval of the minutes from June 22, 2023 (***Motion: Ciera/Support: Mary***)
- V. Updates from the Cooperative Director -- ***None***
- VI. Ongoing/New Business
 - a. Planned Program Updates
 1. In-Service Day in November
 - Amber showed us the flyer she has begun work on.***
 - Carol shared the names of the three panelists: Jessica Trotter (Capital Area District Libraries), Allison Escoto (The Center for Fiction in Queens), Rebecca Vnuk (Library Reads)***
 - Registration will open first to Lakeland libraries with a maximum of 5 attendees from each library. After a certain amount of time, registration will be open to other libraries in the state.***
 - Carol & Amber will continue to make arrangements and finalize details.***
 2. Lunch and Learn
 - It was decided that more time was needed to plan for these events so the September session was cancelled.***
 - There was discussion of food. Concerns were raised over cost and allergies. It was ultimately decided that participants would be encouraged to bring their own packed lunch and members of the committee (Carol, Alison, Ingrid) would provide home-baked desserts. Carol would also purchase bottled water.***
 - The new schedule is as follows: Seed Libraries on November 9, Library of Things on January 11, Outreach on March 14, and Social Media on May 9.***
 - In preparation for the Seed Library session, Amber and Alison will attend the Michigan Seed Library Summit on Sunday, October 22.***

3. Makerspace

--All positive feedback. 12 people attended.

4. Genealogy

--Ingrid will have Jeanette Weiden review the flyer before Amber distributes it. Amber will work with the presenter on Zoom logistics.

b. New ideas

--Alison brought up Zingerman's customer service trainings as a good option for the future. They have worked with Lakeland in the past. Their trainings are very well done and customer service is always a relevant topic.

--Ingrid suggested exploring a program on artificial intelligence. Ciera suggested adding virtual reality.

--Cierra suggested mental health/stress management as another topic to consider for future trainings.

--Carol brought up the possibility of organizing some sort of book discussion program to cover topics like leadership, communication, etc. There was extended discussion on format options and book selection. Carol will begin exploring this and Ingrid offered to work with her if needed. Discussion will continue at the next meeting.

VII. Next Meeting Date: September 21, 1 PM

VIII. Adjournment (**Motion: Cierra/Support: Jill**)
Meeting adjourned at 2:00 pm

**Lakeland Library Cooperative
Circulation Committee Meeting
August 23, 2023
Herrick North
1:30 P.M.**

UNOFFICIAL MINUTES

- I. Call to Order
 - a. 1:33 pm
- II. Additions/Changes to the Agenda
 - a. No comments
- III. Approve the Agenda
 - a. Motion by Dwayne Herrick, Second by Tiffany Newago
- IV. Approve the Minutes of the May 24, 2023 meeting (attached)
 - a. Motion by Leann Zeeland, Second by Shanni Ionia
- V. Director's report: Carol Dawe
 - a. Thank you, Sheryl, and best wishes!
 - b. Welcome Anne, we can't wait for you to start!
 - i. Starting some time in October or November, starting remote
 - c. **All questions/issues/etc** should go through Tech Help tickets: tech-help@llcoop.org
 - i. Sheryl's email will be shut down shortly, before she leaves
 - ii. Anne will not be starting immediately, so her email will not be up and running for a while
 - iii. Call Carol with concerns
 - d. Strategic Plan is on the website
 - e. Working with other cooperatives on a number of issues, including OverDrive pricing
 - i. Only one cooperative in Michigan has not yet signed on to the Partner Library program through OverDrive
- VI. Member Services report: Amber McLain
 - a. Student forms are up for the libraries that have asked for them
 - b. PatronPoint issues and questions should go to tech-help@llcoop.org as well
 - c. Encountered some set backs on projects due to a destroyed laptop
 - d. Digital cards still being looked into
 - e. Updated training available, ask amber@llcoop.org
 - f. PatronPoint has been purchased by Springshare, which also owns Collection HQ
 - i. Should not change anything, just and FYI
 - ii. May mean more money available for development, which is good
 - g. Advisory Council approved autorenewals for cards, will start in the next few months
- VII. ILS Manager report: Sheryl VanderWagen
 - a. Expired patrons account purges this week

- i. Charges purge this week also
- ii. Full sync with Unique, so more purges may be coming
- iii. Accounts expired 2019 or earlier with no circ activity for expired purges
 - 1. CircActive is updated anytime a patron checks out physical materials, anytime they validate their card through Libby or Hoopla, and when it is validated for internet use at the library
- iv. 42% were GRPL patrons that were loaded for KDL
- v. About 10,000 records with charges from before 2016 that were purged
- vi. Records that are newly fees cleared may now be eligible for expired purge
- vii. Sheryl ran a list and there were nearly 80,000 patrons that haven't been active since COVID, about half of those were expired and purged
- viii. Oldest expired record was 1997 because they owed \$5 at what is now a fines free library
- ix. Lowest amount purged was \$.05
- x. Reminder: merge oldest record to newest record **UNLESS** the older account is in collections to maintain that status
- xi. Reminder: **NEVER** manually remove a C-Block, please share with your staff! The C-Block will fall off overnight. You can override and check patrons out, just do not remove the C-Block
- b. Various MeL issues – see attachment for Sheryl's presentation
 - i. When a MeL request is placed, a link is made to an available item
 - 1. This creates a virtual record and a virtual link
 - 2. We do NOT want to break this link
 - 3. Once the link breaks, there is not more communication between libraries
 - 4. Some broken records can be fixed in house at Lakeland, but some must go through MCLS
 - 5. To avoid this:
 - a. Make sure you cancel any requests you cannot fulfill
 - i. **DO NOT** change the status first, cancel first
 - ii. After you have cancelled the request, the link has completed
 - b. If you are dealing with a billed item and you receive payment, **first check-in the item in the system**, then change the status to what you need
 - i. Checking-in the item clears the transaction in MeL and avoids the broken link
 - c. Removing a MeL message from a record does nothing to the virtual record
 - ii. AV items from MeL
 - 1. If you are a non-AV lending library, you shouldn't get any
 - 2. Occasionally, the AV owning library has made a mistake in the item record and MeL thinks it is a book

3. It is up to you whether or not you check this item out to your patron anyway
4. Remind: All AV **must** be packed in MeL
- iii. To fix a broken item record:
 1. Change the status of the item to @ (on MeL Loan) and save the record
 2. Then check the item in regularly
 3. Then check the record and it should be fixed
 4. If this does not work, open a ticket with tech-help@lcoop.org
 5. This should fix 99% of links that are broken on our end
- iv. If there is an old, old request on a patron's account that cannot be cancelled, that must be sent to tech-help@lcoop.org so they can open a ticket with Innovative
- v. Always open a ticket with tech-help@lcoop.org first and if needed, they will escalate to MCLS
- vi. Occasionally, multiple copies of the same title will trigger for a patron
 1. This can happen when a DCB library has some issues with checkout
 - a. If you cannot check the item out, it needs to be sent back
 2. It can also happen if the patron uses the back button in their browser instead of the navigation buttons on the page
 3. It can also happen if there are multiple records for a title because of slight version differences
- vii. To cancel an expired MeL hold, use the INN-REACH Return Unwanted Item to change the status to returned
- viii. Leslie from Grant's question about MeL updates
 1. MeL Wiki:
 - a. https://members.mcls.org/melcat_wiki/index.php/Main_Page
 - b. Username: melhelp
 - c. Password: mlum2s
 2. Also, MCLS website: <https://www.mcls.org/mel>
 - a. RIDES help there, too
 3. MeL checks out for 28 days with 1 renewal only
 - a. This is MeL policy and how Sierra should be setup
 - b. We have been experiencing some issues with automatic renewals
 - i. This may be due to a local hold on the owning library's side, which we cannot see
- c. Holdshelf Cleanup
 - i. Pam from Tamarack's question about On Holdshelf status in Sierra
 1. Please, please regularly clear your holdshelf in Sierra
 2. Also, all items must be checked in before being put into delivery or the status will not change to in-transit

VIII. Ongoing Business:

- a. Damage Item (green) slip- approval needed
 - i. Motion to approve by Ronda Leighton, Second by Tiffany Newago
 - ii. There are two spots about checking the item in, it should not be checked in, but accidents happen
 - 1. Also, sometimes we determine that our patron should not take this item and then the item is checked in
 - 2. Some libraries, aka Spring Lake, have an automatic check in on their return chute
 - iii. If you find damage, a sticky note is not noticeable for the owning library
 - 1. The green slip or a custom bookmark is preferable because they are easier to see
 - iv. See attachments for examples of white, received damaged bookmark
 - v. Vote: approved green slips
 - 1. Will be added to the Lakeland website
- b. What constitutes 'damage'?
 - i. There are a lot of different definitions of what constitutes damage, so we may work to define that in the future
 - 1. There are also differences in inspection before handing to patrons
 - ii. The point of the damages process is to protect the collection, not to be punitive to patrons
 - iii. Only change the status of items that belong to your library, please don't change the status of items belonging to other institutions, even for damaged
 - iv. Amber will present at our next meeting
- c. Best practices for Circulation information to get to the relevant staff at LLC locations
 - i. How do get information to all levels of staff?
 - ii. The minutes from every LLC meeting is posted on the website: <https://llcoop.org/committees/>
 - iii. If you are struggling with a library that seems to be unaware of Lakeland policies and procedures, let Carol know and she can help (carol@llcoop.org)

IX. Membership comments (if time allows):

- a. Libby/OverDrive
 - i. Issues merging old cards to new cards
 - 1. See Ambers instructions online: <https://llcoop.org/patron-point/> under the FAQs
 - 2. If those do not work for you, you can contact Nicki at Lakeland for more help nicki@llcoop.org
- b. BiblioCloud is now automatically pulling the OverDrive records in automatically, so all OverDrive records have been removed from Sierra

- i. If you own Advantage Titles, you will need to make sure that they are tagged to your scoped catalog, not the parent catalog to make sure they show
 - c. BiblioSuggest is coming
 - i. Patrons will be able to ask for items to be purchased directly through the BiblioCommons
 - ii. When patrons are logged in, there will be a new option on their dashboard
 - 1. They will be able to recommend up to 5 titles a month
 - iii. Libraries will have an admin account that can access these requests
 - 1. Someone from each library will have to login to view these, Lakeland will be sending out directions and details when it is closer to going live
 - iv. There is a copyright restriction in place
 - v. Sheryl is still testing this
 - d. Patron records
 - i. Please delete old, finished notes from patron records
 - ii. There is a limit to how long a patron record can be
 - iii. There really isn't a need to have 10-year-old notes on a patron record, if the issue is resolved
 - iv. Will revisit in a future meeting
 - e. Procedure for renewing library cards from another library
 - i. You can renew a card from another library for one year after verifying their information with their ID
 - ii. You can use the map Amber created to verify service area: https://www.google.com/maps/d/viewer?mid=1XyB2i-whxTjPF_Vu6zJJEh_osyaSbyc&ll=43.093186848537805%2C-85.8740759523537&z=8
 - f. PatronPoint autorenewal is coming sometime in October
 - i. This is only for patrons with an email on their account
 - ii. This will hopefully reduce the number of renewing staff are having to do on the daily
 - iii. Patrons will get an email alerting them that is may happen, which may trigger them to call or come into the library to renew
 - iv. If you have a preference about whether or not the email to your patron recommend that they come into the library, email amber@llcoop.org
 - v. You can also make sure to update patrons as soon as the popup starts in Sierra
 - vi. For more information about this, see Amber's training: <https://llcoop.org/wp-content/uploads/2023/07/Patron-Point-Auto-Renew.pdf>
- X. Next Meeting Date: November 29, 2023 at [Allendale Township Library](#)
- a. If the weather is not cooperative, we will meet via Zoom
- XI. Adjournment

- a. Motion by Regina Reynolds, Second by Shanni Ionia
- b. Meeting adjourned at 3:22

Appendix 1 – Sheryl’s Presentation

See Attached PDF

Appendix 2 – Damage Slip Examples

See Attached PDF

These are not to replace the Green Mending Slip, these are for situations where an item is delivered to the borrowing library in a condition where damage may be questioned and this slip can be put in the item to protect the borrowing patron. We will discuss this at a future meeting.

Attention!
Received
Damaged


The following damage was noted upon delivery:

- * This item was not checked out to our patron*

Barcode: _____

Initials: ES/_____

Date: _____

 Sparta
Carnegie
Township
Library

Return item to: _____

Mending/Problem Item

Date Returned to AS _____

Item checked in YES - NO

Staff Initials _____

Patron reported problem YES - NO

Note on patron record YES - NO

____ Received for hold & refused

____ Jacket/Cover

____ Pages Loose

____ Pages torn

____ Spine

____ Inside spine

____ Barcode

____ Stains - WET - DRY

____ Mold/Mildew

____ Written in

Notes: _____

Patron Barcode: _____

Saugtuck-Douglas District Library
Douglas, MI 49406



1

MELCAT TIPS

OR

WHAT COULD POSSIBLY GO WRONG?

2

VIRTUAL RECORDS

- Exist on both the lending and the borrowing side of MeLCat
- Are created when the patron places a request and are only cleared when the item is checked back in at the owning location or the request cancelled
- It is easy to create a "broken" request in this process
- We need to avoid creating "broken" requests if possible
- Sometimes broken requests can only be fixed by opening tickets with the ILL helpdesk
- Avoid creating broken requests with INN-Reach paging slips
- Avoid creating broken requests when receiving payment from a borrowing library
- Other tips

3

Paging Slips – Canceling requests

- Pull item from the shelf and it isn't in suitable condition to send
- Can't find the item so you can't send it
- Step 1: Bring up the record in Sierra
- Step 2: Open the item holds tab
- Step 3: Highlight the INN-Reach request
- Step 4: Click on the cancel button and respond with the reason either preset or you key in a reason and cancel the request. (Note: this sends the request back to MeLCat central so it can be passed to the next library and won't break the request)
- FINALLY Step 5: Only AFTER you have completed steps 1-4, change the status of the item in question to the status you desire (withdrawn or missing)

4

AFTER PAYMENT RECEIVED FROM BORROWING LIBRARY

- When you have received payment from the borrowing library for an unreturned item. CHECK THE ITEM IN FIRST before you change the status
- This will clear the virtual record from both the borrowing and lending library sides
- THEN change the status of the item to Withdrawn
- Changing the status and removing the message in the item record without checking it in does not clear the virtual record from the borrowing library side
- To clear on the borrowing library side and to avoid a broken request or a lingering request, you MUST check the item in.
- items cannot be deleted if there are lingering virtual records.

5

WHY DID MY PATRON GET AN AV ITEM?

- LLC shared ILS libraries do not share their AV items with other MeLCat libraries and therefore, LLC patrons cannot borrow AV items
- However, when a lending library maps an AV item to the MeLCat itype, Mel Book, it is possible that an LLC patron could receive such an AV item
- This is visible if you right click on the Virtual item in the patron record and choose to view the virtual item. If Mel Book is in the itype field, this is why the patron was able to borrow that AV item
- Check the item out to your patron as normal and return it as normal
- AV returned items MUST be packed for RIDES delivery regardless if the library is a PACK or NO PACK library

6

What if we have an item that still has a MeLCat transaction attached?

- This situation happens when the virtual record was broken earlier
- We can try to fix it internally before opening a ticket with III
- Call up the item record in Sierra
- Change the status of the item to @ (on MeL Loan) and save the record
- Check in the item using Sierra checkin
- Go back to the item record to see if the MeL transaction has cleared.
- If not, open a ticket with tech-help@llcoop.org providing the title, item and barcode information for the item in question so that LLC staff can report the broken request to the III helpdesk.

7

How do I get rid of a MeL Cat request from a patron record that won't cancel the usual way?

- These are also results of broken requests
- LLC staff must open a ticket with the III helpdesk to clear these from your patrons' records
- Open a ticket with tech-help@llcoop.org providing your patron's name and barcode along with the title from the INN-Reach tab that needs to be removed and the lending library's z-code
- We'll let you know when the III helpdesk has removed the request from the patron record

8

Tickets with MCLS instead of LLC helpdesk

- I sent this in to MCLS but they referred me back to LLC
- The LLC Sierra system is also an Innovative Interfaces product and therefore INN-Reach functions are embedded in the Sierra client software
- MCLS staff have no access to our Sierra server and therefore no ability to troubleshoot anything on the LLC side of MeLCat
- Always open tickets with tech-help@llcoop.org rather than opening tickets with the Melcat helpdesk

9

MEL ITEM
RECEIVED
DAMAGED
@zv236

MEL ITEM
RECEIVED
DAMAGED
@zv236

MEL ITEM
RECEIVED
DAMAGED
@zv236

MEL ITEM
RECEIVED
DAMAGED
@zv236

Damage

Damage

Damage

Damage

Initials _____

Initials _____

Initials _____

Initials _____

Please keep slip
with item or you
may be held
responsible for
damage

Please keep slip
with item or you
may be held
responsible for
damage

Please keep slip
with item or you
may be held
responsible for
damage

Please keep slip
with item or you
may be held
responsible for
damage

Attention: Please do not lose this book mark!

This may delay the check-in of the item when returned

Attention: Please do not lose this book mark!

This may delay the check-in of the item when returned

Attention: Please do not lose this book mark!

This may delay the check-in of the item when returned

Attention: Please do not lose this book mark!

This may delay the check-in of the item when returned

The following damage was noted on check-out:

The following damage was noted on check-out:

The following damage was noted on check-out:

The following damage was noted on check-out:

Barcode: _____

Barcode: _____

Barcode: _____

Barcode: _____

Initials: _____

Initials: _____

Initials: _____

Initials: _____

Date: _____

Date: _____

Date: _____

Date: _____

This item was checked out in poor condition. Please set to Damage/Repair on return and give to Overdues.

This item was checked out in poor condition. Please set to Damage/Repair on return and give to Overdues.

This item was checked out in poor condition. Please set to Damage/Repair on return and give to Overdues.

This item was checked out in poor condition. Please set to Damage/Repair on return and give to Overdues.



300 S. River Ave.
Holland, MI 49423
616.355.3100
www.herrickdl.org



300 S. River Ave.
Holland, MI 49423
616.355.3100
www.herrickdl.org



300 S. River Ave.
Holland, MI 49423
616.355.3100
www.herrickdl.org



300 S. River Ave.
Holland, MI 49423
616.355.3100
www.herrickdl.org

OWNING LIBRARY: _____

DEAR PATRON,

KEEP THIS BOOK MARK WITH THIS ITEM, IT WAS
RECEIVED in delivery DAMAGED.

**This item was received in delivery in poor
condition. To avoid fines, keep this book
mark with item.**

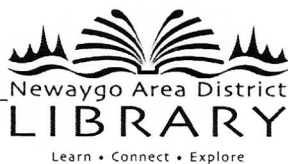
Item Title:

Barcode#:

Date:

Staff Initials: NN/

Damaged Noted on arrival to NN



Return item to: _____

Mending/Problem Item

∞ Date patron returned item to NH _____

Item checked in? YES

NO

Staff initials _____

Patron reported problem YES

NO

Placed note on patron record YES

NO

___ Jacket/cover

___ Pages loose

___ Pages torn

___ Spine

___ Inside spine

___ Barcode

___ Stains— Returned with stain

WET or DRY

___ Mold/mildew

___ Writing

Notes:

Hesperia Community Library
80 S Division
Hesperia, MI 49421
231 854 5125

Return item to: _____

Mending/Problem Item

Date patron returned item to NH _____

Item checked in? YES

NO

Staff initials _____

Patron reported problem YES

NO

Placed note on patron record YES

NO

___ Jacket/cover

___ Pages loose

___ Pages torn

___ Spine

___ Inside spine

___ Barcode

___ Stains— Returned with stain

WET or DRY

___ Mold/mildew

___ Writing

Notes:

Hesperia Community Library
80 S Division
Hesperia, MI 49421
231 854 5125

Return item to: _____

Mending/Problem Item

Date patron returned item to NH _____

Item checked in? YES

NO

Staff initials _____

Patron reported problem YES

NO

Placed note on patron record YES

NO

___ Jacket/cover

___ Pages loose

___ Pages torn

___ Spine

___ Inside spine

___ Barcode

___ Stains— Returned with stain

WET or DRY

___ Mold/mildew

___ Writing

Notes:

Hesperia Community Library
80 S Division
Hesperia, MI 49421
231 854 5125

Donations to Lakeland Member Libraries:

Lakeland member libraries were the recipients of two donations this summer. We have sent acknowledgements but if you are able, please send a note of thanks on behalf of your own library. Each library will be receiving \$67.59 and the donations were earmarked for youth programming. Enjoy!

Loeks Woodland Properties, LLC (\$2,589)
2121 Celebration Drive NE
Grand Rapids, MI 49525

Grand Rapids Asian-Pacific Foundation (\$250)
PO Box 150724
Grand Rapids, MI 49515

The notes from Celebration Cinema (Loeks) and Grand Rapids Asian-Pacific Foundation are attached.

The purpose of this agenda item is to make a motion to acknowledge both of these donations publicly.

From: "Ace Marasigan" <ace@grapf.org>
To: "Carol Dawe" <carol@lcoop.org>
Cc: "OC Zach" <zach@coopervillelibrary.org>, "Maranda" <Maranda@woodtv.com>
Sent: Tuesday, May 9, 2023 4:02:21 PM
Subject: Summer Reading Donation

Hi Carol,

Maranda inspires many people, including our organization.

Sent \$250 in the mail (Delivery by 5-16) as a donation to the summer reading program.
Please use it as you see fit.

Donation receipt to:

Grand Rapids Asian-Pacific Foundation
PO Box 150724
Grand Rapids, MI 49515

Thanks in advance. Sincerely,



GRAPF.ORG
founded in 2016

Ace Marasigan
ACE MARASIGAN
Founder and Executive Director/CEO
Ace@grapf.org * 616-634-5203

[Foundation FB Page](#) * [FaceBook group](#) * [Instagram](#) * [YouTube](#) *

[2023 Event Page](#) * [Festival Website](#)

[Join our GRAPF Business Network!](#)

Dear Carol? Team at Lakeland Library,

Thank you for sharing the word about the book turned movie: "Are You There God? It's Me, Margaret." We enjoyed hosting some librarians for a special screening. While the film was not in theatres long, I felt it to be a very, very good one and appreciate your efforts to promote it.

Enclosed is a check to be

Used at your discretion for
youth programming.

Thank you for
all you do to
champion story and
expand the imagination
and world of young
(and old) readers!

Emily Loeks
(on behalf of Celebration Cinema)

BOARD ELECTIONS**Thursday, September 14th, 2023- Meeting of LLC Advisory Council**

ADVISORY COUNCIL CAUCUSES FOR LLC BOARD MEMBERS-ELECTION

ADVISORY COUNCIL SECRETARY will record the electoral business of each Library Group.

CLASS I, II & III Libraries Kerry Fountain, Saranac Clarksville District Library

_____, Write-in

Member Class I, II & III Libraries (Quorum 11)

Location	2020 Census Population	2020 Census Class	2022 Pop by Class Group	Number of Board positions
Croton Township Library	3,368	1		
Freeport District Library	6,102	2		
Hesperia Community Library	5,839	2		
Home Township Library	4,343	2		
Hopkins District Library	4,851	2		
Lake Odessa Community Library	4,293	2		
Saugatuck-Douglas District Library	5,686	2		
Leighton Township Library	7,001	3		
Newaygo Area District Library	7,494	3		
Alvah N. Belding Memorial Library	11,087	3		
Cedar Springs Public Library	10,123	3		
Dorr Township Library	7,922	3		
Grant Area District Library	8,861	3		
Henika District Library	7,978	3		
Patmos Library	9,630	3		
Salem Township Library	8,289	3		
Saranac Public Library	10,470	3		
Sparta Carnegie Township Library	9,395	3		
Tamarack District Library	10,328	3		
Timothy C. Hauenstein Reynolds Township Library	9,992	3		
White Cloud Community Library	8,766	3		
			161,818	1

Library Group _____ **Board Candidates: Term 10/2023-9/2025**

CLASS IV **Dale Parus, Ionia Community Library**
 _____, (Write-in)

Member Class IV Libraries (Quorum 7)

Location	2020 Census Population	2020 Census Class	2022 Pop by Class Group	Number of Board positions
Carson City Public Library	13,102	4		
Coopersville Area District Library	12,679	4		
Gary Byker Memorial Library of Hudsonville	12,374	4		
White Lake Community Library	12,381	4		
Fennville District Library	14,496	4		
Flat River Community Library	18,223	4		
Fremont Area District Library	13,885	4		
Fruitport District Library	14,575	4		
Hastings Public Library	13,514	4		
Howard Miller Library	25,071	4		
Ionia Community Library	23,680	4		
Spring Lake District Library	19,868	4		
Thornapple Kellogg School and Community Library	18,577	4		
			212,425	2

RESULTS from CAUCUSES:

CLASS I, II, III: _____
 CLASS IV: _____