

Lakeland Library Cooperative  
Circulation Committee Meeting  
May 22, 2024  
Loutit District Library  
1:30 P.M.

UNAPPROVED MINUTES

- I. Call to Order
- II. Additions/Changes to the Agenda
  - a. None
- III. Approve the Agenda
  - a. Motion by Veronica (Flat River), second by Dwayne (Herrick), motion carried
- IV. Approve the Minutes of the February 2024 meeting (attached)
  - a. Motion by Kim (Loutit), second by Mary (Gary Byker), motion carried
- V. Director's report: Carol Dawe
  - a. Policy discussion
    - i. What should be Lakeland policy?
    - ii. Standardize library card requirements
    - iii. Why do we do what we do in Sierra
    - iv. What can we do in Sierra, what should we do in Sierra
    - v. Delivery and ILS management
    - vi. HR questions
    - vii. Patron communication
    - viii. Clarity between Lakeland policy and local policy
      1. Help managing overlapping issues
    - ix. Do we want 'grey' policies or 'black and white' policies?
      1. We lean towards grey
    - x. LLC shares best practices for libraries to choose to use or not
  - b. Email lists
    - i. [members@llcmail.org](mailto:members@llcmail.org) has replaced llc\_all
      1. If you are not getting these emails and they are not in your junk mail, email [tech-help@llcoop.org](mailto:tech-help@llcoop.org)
    - ii. Can we have a spot on the LLC website for signing up for the various lists?
- VI. Member Services report: Amber McLain
  - a. Lakeland app
  - b. <https://llcoop.org/biblioapps-faq/>

- c. All libraries can roll out to the public at this point
  - d. All patron suggestions through BiblioSuggest will go to LLC and then be sent to individual libraries
  - e. There is an option to add an ad on the catalog for the app, this may be coming to everyone
  - f. Any questions, email Amber at [amber@llcoop.org](mailto:amber@llcoop.org)
- VII. ILS Manager report: Ann Langlois
- a. Sierra questions- general
    - i. Email Ann with questions – [ann@llcoop.org](mailto:ann@llcoop.org)
    - ii. Going to be working on cleanup soon
      - 1. Matching location codes and iTypes
      - 2. Account message clean ups
        - a. General consensus is that a patron’s record belongs to the library they belong to, and that library can clear any old message found there
    - iii. Expanded create lists training coming
      - 1. Ann will investigate making a Create List for messages so we can clear out old ones
  - b. Sierra reports
    - i. Purging old records
      - 1. 3 years expired with no activity
        - a. After a card has expired, we wait 3 years before removing the account from the system
      - 2. 6 years for old charges
        - a. According to MI law, we cannot pursue anything older than 6 years, so once an account is 3 years expired and any fines or fees that are more than 6 years old, the whole thing is deleted
    - ii. Is there a list of reports we should be running?
      - 1. Ann is working on a calendar for us, but will be asking what we do to make sure she gets everything
  - c. Quarterly Meetings
    - i. Next one: July 18<sup>th</sup> online at 1:30
    - ii. May incorporate some ‘sharing’ time for libraries to ask each other questions and advice on anything, not just Sierra and LLC stuff, but programming and marketing and outreach
- VIII. Any Other Business
- a. “Old news” or “denewing” – does anyone have a better way to do this?

- i. Ann can do rapid updates, potentially
    - ii. Some do it at check in as the books come in
    - iii. Some libraries use Create Lists, but it still takes several lists
    - iv. Some libraries print a list to collect and adjust
    - v. Some libraries are only keeping their stuff new for 3 months instead of 6 months
    - vi. Some libraries spot check and pull more or less depending what is on the shelf
  - b. Audiobooks – are you keeping them?
    - i. Some libraries are reducing their collection
    - ii. Most libraries seeing a marked increase in digital consumption
- IX. Next Meeting Date: August 28 at Leighton Township Library
- X. Adjournment
  - a. Motion by Veronica (Flat River), second by Mary (Gary Byker), motion carried