Lakeland Library Cooperative
Circulation Committee Meeting
MAY 28, 2025
LEIGHTON TOWNSHIP LIBRARY
1:30 P.M.

Unapproved Notes

I.   Call to Order

II.   Additions/Changes to the Agenda

III. Approve the Agenda
    A.   Motion by Jen (Lake Odessa), second by Veronica (Flat River)

IV.   Approve the Minutes of the February 2025 meeting
    A.   Motion by Veronica (Flat River), second by Mary (Hudsonville)

V.   Director's report: Carol Dawe
    A.   None

VI.   Member Services report: Amber McLain (amber@llcoop.org)
    A.   Still filling in the Training page (https://llcoop.org/training-hub/)
    B.   Working on a state-wide GIS map for all the libraries
        1.   Will include all 395 libraries in the state
    C.   Herrick is super special, this time in PatronPoint
    D.   If you have questions, start a ticket with Tech Help (tech-help@llcmail.org) to get it forwarded to the correct person

VII. ILS Manager report: Ann Langlois (ann@llcoop.org)
    A.   Inventory chugging along well
        1.   One library completely done
        2.   It is important to do this project
        3.   Hoping for completion by March 2026
    B.   Patmos has reopened
        1.   Ann trained their new hires
        2.   They are moving books again
    C.   Should MeL be defunded, RIDES would not be included in that, so we should be able to get everything back to owning libraries
        1.   We can provide information to patrons about this, but be careful not to 'lean' one way or another

VIII. Ongoing Business:
    A.   Circ Policies Final Edits (These will still need to go to Advisory Council for approval)

1. CIRC 1.3 - reciprocal borrowing is required, at least some part of your collection must be sharable
2. CIRC 2.5.4 Removed return anywhere restriction language
3. CIRC 2.3.2 Exception for juvenile registration
   a) Lakeland is looking for help with the wording to cover what libraries are actually doing
      (1) Differences for student cards mostly
   b) Maybe remove 2.3.2 and just rely on Alternative Registration wording (2.4)
4. CIRC 2.5.2 does MIlibrary Card (Michicard) still exist?
5. CIRC 2.6 Cards are blocked at $10.01
6. CIRC 2.11 Patrons do need separate records for different barcodes
7. CIRC 2.11.4 Property tax patrons expire every three years like regular cards
8. CIRC 3.4 If fees are waived by non-owning libraries, the owning library can reinstate those fees
9. CIRC 3.6 If library materials have a circ fee at the owning library, lending libraries may choose whether or not to collect those fees. If they collect those fees, they remain with the lending library.

B. Registration Standards (Ask for examples from the person who suggested this)
1. There was a question about the change from juvie to adult records, what is the specific issue?
2. If you would like to review the policies, they are posted online (https://llcoop.org/ils-information/)
3. If there is an ongoing issue, you can get Lakeland to help
4. Lakeland can also help you run a report for accounts that need updating

C. Home Library use
1. Are libraries also changing the p-type to match the home library?
   a) This must be done in order for holds to work
   b) https://llcoop.org/wp-content/uploads/2023/08/Patron-registration-standards-for-Sierra-8-30.pdf
   c) The home library determines where pick up happens, but the p-type determines what is holdable for that patron
   d) Pat Agency and pcode4 are associated with where the patron pays taxes
2. Patrons should not be allowed to change their home library daily to game the system
3. Changing the home library should only be done to change pickup location

D. How do you handle books and other items that are ruined by excessive cigarette or pot smoke?
1. Cigarette smoke bins with kitty litter, baking soda, Arm and Hammer rocks (example), this library has had issues with pot smell sticking
2. In a Ziploc back with unscented dryer sheets
3. Totes with dryer sheets, wipe down with Clorox wipes

4. Freezer storage
E. PMESSAGES and MBLOCKS
1. MBLOCKS cannot really be changed
2. We can add another one or two PMESSAGES, if we all think there is a need
    a) Like for hotspot agreements or agreement signed
        (1) AV agreement signed change
    b) Or record needs review or review patron record
    c) Are we still using the RETURNED CHECK
F. What is our responsibility if we witness patrons who may be impaired?

IX. Next Meeting Dates:

A. August 27 — at [Lake Odessa Community Library](#)

B. November 19 — at [Herrick District Library (Main)](#)

X. Adjournment
A. Motion by Mary (Hudsonville), second by Jen (Lake Odessa)