

**Lakeland Library Cooperative
Circulation Committee Meeting
February 25, 2026
ZOOM (<https://us02web.zoom.us/j/7407387755>)
1:30 P.M.**

Unapproved Minutes

- I. Call to Order - *motion by Paula (IC), second by Leann (OZ)*
- II. Additions/Changes to the Agenda
- III. Approve the Agenda - *motion by Veronica (Flat River), second Jen (Lake Odessa)*
- IV. Approve the Minutes of the November meeting (attached) - *motion Paula (IC), second Lynel (OZ)*
- V. Director's report: Carol Dawe (carol@llcoop.org)
 - A. Library Cooperatives of Michigan program on becoming a district library
 - B. Michigan Library Association Community Coalition Training event April 14th at KDL with Every Library
 1. For more info, ask Carol
- VI. Member Services report: Amber McLain (amber@llcoop.org)
- VII. ILS Manager report: Ann Langlois (ann@llcoop.org)
 - A. Inventory reminder
 1. Due next month
 - a) Please let Ann know when you are done
 - b) Once you are done, you don't have to scan in any more new items, we'll do this again in a few years
 - B. ILS Evaluation Committee updates
 1. Has been meeting since last April
 2. Looked at three options, invited one of them back for another demo
 3. The committee is impressed with the software
 4. Committee recommended getting a quote
 5. The quote is being reviewed by Lakeland
 6. Lakeland will need to ask for a second quote before moving forward
 7. If it looks like it may go forward, there will be a demo period for all libraries
 - C. Sierra 6.5 is coming in March, look for an email from Ann
 1. Will hopefully help with the Biblio app slowness

VIII. Ongoing Business:

A. Nick Heimler's Top 100 of 2025 report:

http://www.llcreports.org/stats/Circulation/Top_100_Y2025/

B. Rachel, Spring Lake: time to start deleting 2+ year old messages and notes on patron records again?

1. This is optional, you are welcome if you have the time

C. Andrew Susalla (MADL): Limits on Library of Things checkouts using Sierra category C?

1. Category C is being used in the hidden backend for MeLCat stuff

2. There may be ways to do this if we move to another ILS

3. Looking for ways to automate a limit on Library of Things checkout

4. Category C is part of the patron's record, currently using the Patron Blocks Table from the item records

5. There may be an update in Sierra that could help with this, but it's down the road

D. Mary: How often do libraries delete rejected patron point records? Do you do it right away or leave them in Sierra for a determined amount of time?

1. Some libraries aren't deleting or really looking at them

2. Some libraries go through once or twice a month and delete since the patron has to fill out a form anyway

3. One library tried to reach out to those patrons, but had no success

4. If you would like to delete those, you can create a help desk ticket (tech-help@llcoop.org) and Amber can help you with it

E. Kim, Loutit: Could we re-word the renewal notices patrons receive by email? Is it possible to have the new due date first in the message instead of at the bottom? Patrons frequently call us about the messages since they don't scroll down to see the new due date.

1. Where the date is shown cannot be moved

2. Some of the wording can be edited, let Ann know suggestions, though it is a cooperative wide change

F. Alicia Herrick: I would like to initiate a discussion about the barriers that juveniles face when obtaining a library card, as well as how we can make cosigners feel comfortable sharing their contact information [...]

1. Considering the current climate, not all parents are comfortable sharing this kind of information, but we still want kids to have cards

2. Carol believes it is a legal issue to have a cosigner, or at least a Lakeland policy

a) But there is a clause allowing libraries to choose alternatives

3. Some libraries issue limited cards to these kids, which limits them to using the home library only and only 1 to 5 items checked out at a time

- a) These libraries are aware they may have to eat the cost of lost materials without a cosigner responsible

IX. Next Meeting Dates

- A. May 27, 2026, at Georgetown Township Public Library
- B. August 26, 2026, at Howard Miller Library
- C. November 18, 2026, at Herrick District Library (Main)
 - 1. New chair, vice chair, secretary need to be elected (Rachel, Jen V were elected Nov 2022, and Jen S took over for the Vice Chair that was elected Nov 2022)

X. Adjournment - *motion Kimberly, second Mary*

Attendee List: Jen, Ann, Rachel, Carol, Jen, Staff, Alicia, Amy, Andrew, Anna, Ann, Chloe, Connie, gbraspeninx, Henika, Julie, Kimberly, Krysta, Leann, Leighton, Leslie, Lisa, Lynel, Marlee, Mary, Naomi, Pam, Pam, Paula, Roxana, Veronica, Virginia

Chat: 2026-02-25 13:32:52 From Rachel Yonai- Chair- SLDL to Everyone:

https://docs.google.com/document/d/12v_QaDs7k15Qi_7yk3hOx7oAjhsOcVCh6sX421Sgsew/edit?tab=t.0

2026-02-25 13:33:23 From Paula Wood to Everyone:

Paula Wood IC

2026-02-25 13:33:27 From Leann to Everyone:

Leann-Howard Miller-2nd

2026-02-25 13:33:28 From Veronica Pitchford - Flat River Community Library to Everyone:

Second

2026-02-25 13:33:56 From Veronica Pitchford - Flat River Community Library to Everyone:

so moved

2026-02-25 13:34:05 From Jen Lake Odessa to Everyone:

I'll second

2026-02-25 13:34:42 From Lynel - Howard Miller Library to Everyone:

second

2026-02-25 13:34:06 From Henika District Library to Everyone:

so moved

2026-02-25 13:34:39 From Paula Wood to Everyone:
Moved Paula Wood IC

2026-02-25 13:41:22 From Rachel Yonai- Chair- SLDL to Everyone:
Lakeland Training Hub: <https://llcoop.org/training-hub/>

2026-02-25 13:47:44 From Rachel Yonai- Chair- SLDL to Everyone:
Nick Heimler's Top 100 of 2025 report:
http://www.llcreports.org/stats/Circulation/Top_100_Y2025/

2026-02-25 13:53:11 From Leann to Everyone:
Could Andrew explain what he is hoping to implement to assist with LOT items, please

2026-02-25 13:53:47 From Leann to Everyone:
not yet

2026-02-25 13:55:03 From Leann to Everyone:
I would be interested in what Andrew may figure out how to limit, if he finds a resolution

2026-02-25 13:56:23 From Carol Dawe (Lakeland Library Cooperative) to Everyone:
I need to step out for a couple minutes.
Rachel Yonai- Chair- SLDL: 👍

2026-02-25 13:57:32 From Leann to Everyone:
That would be great, Ann.

2026-02-25 13:59:30 From Chloe Lewis to Everyone:
We don't currently do anything with those but we have found many of those records in a report we ran recently.

2026-02-25 14:01:30 From Mary to Everyone:
Thank you

2026-02-25 14:04:21 From Jen - Herrick to Everyone:
We tell people to watch for 2 emails. If the only get one, it renewed, if they get 2, it failed
Rachel Yonai- Chair- SLDL, Kimberly Rice, Henika District Library: 👍

2026-02-25 14:07:54 From Rachel Yonai- Chair- SLDL to Everyone:
Spring Lake does that too, Virginia!

2026-02-25 14:09:50 From Chloe Lewis to Everyone:
I would be interested to know more about the limited card you as a library issue to any Unhoused Individuals.

2026-02-25 14:11:48 From Jen - Herrick to Everyone:

Replying to "I would be interested to know more about the limit...":

You can email us at reference@herrickdl.org and we can share our procedures

Rachel Yonai- Chair- SLDL: 👍

2026-02-25 14:12:19 From Chloe Lewis to Everyone:

Replying to "I would be interested to know more about the limit...":

Thank you!

2026-02-25 14:12:42 From Kimberly Rice to Everyone:

Thank you! We have had this issue, too.

2026-02-25 14:17:58 From Leann to Everyone:

Howard Miller-August 26 if not at Lake Odessa

Rachel Yonai- Chair- SLDL: ❤️

2026-02-25 14:19:12 From Jen Lake Odessa to Everyone:

Howard Miller can host. :)

Rachel Yonai- Chair- SLDL: ❤️

2026-02-25 14:21:26 From Kimberly Rice to Everyone:

Motion

2026-02-25 14:21:27 From Mary to Everyone:

support

**Lakeland Library Cooperative
Circulation Committee Meeting
November 19, 2025
Herrick Main District Library
1:30 P.M.**

UNAPPROVED MINUTES

- I. Call to Order
 - A. 1:42 pm Jen Lake Odessa
- II. Additions/Changes to the Agenda
 - A. None presented
- III. Approve the Agenda
 - A. Motion by Leanne OZ , second by Kim Loutit, passed
- IV. Approve the Minutes of the May 2025 meeting ([attached](#))
 - A. Motion by Naomi Salem, second by Regina Reynolds, passed
- V. Director's report: Carol Dawe (carol@llcoop.org)
 - A. No report today
- VI. Member Services report: Amber McLain (amber@llcoop.org)
 - A. Michigan Library Finder Website (<https://milibraryfinder.org/>)
 - 1. Amber used information from the Library of Michigan and fresh research

- VII. ILS Manager report: Ann Langlois (ann@llcoop.org)
- A. Sierra logins will now timeout after 1 hour of no use
 1. Sierra can only handle 390 concurrent users, this should help with slowness and other quirks
 - a) Sierra Web version has even more limited concurrent users
 2. Sierra context users is an option, but takes up more seats
 3. Individual Sierra logins may be coming, MADL will test with Lakeland
 4. Sierra passwords should be changed regularly and when staff leaves, contact Ann (tech-help@llcoop.org) to change login passwords
 - B. GRPL/KDL lookup portal (https://grplweb.grpl.org/cgi-bin/llc_restricted/lookup.cgi)
 1. Can be used to check on GRPL or KDL patrons before adding them into Sierra and letting them checkout your materials
 2. Contact Lakeland (tech-help@llcoop.org) for password information
 - C. Inventory due soon, please be working on this - ask Ann (ann@llcoop.org) if you have issues or questions [youtube.com/watch?v=zqOa4j3GBuQ+&feature=youtu.be](https://www.youtube.com/watch?v=zqOa4j3GBuQ+&feature=youtu.be)

VIII. Ongoing Business:

- A. Filling hold requests for my monthly bookclub- why does it take so long, and how can we remedy this issue.
 1. Salem is seeing it take more than a month to get books in
 2. Libraries are using bib holds, not item holds
 3. It seems to work better from the patron record than it does from the Search/Holds function
 4. Libraries should run hold pull lists every day that they are open
 5. Libraries should run expired holds pull lists every day that they are open
 6. Libraries should be running a Manage Holds report regularly



- a)
- b) This will show you all outstanding holds for your library, but there are some limitations
 7. Item level holds placed on items owned by your library, they will not print on a paging slip
- B. What do you require for patrons checking out Library of Things Items? Just a Library card, any additional paperwork?
 1. Herrick requires an HDL library card and ID at time of checkout. We also have a [lending agreement](#) patrons sign yearly
 2. Some libraries allow both adults and kids to check out

3. Some libraries restrict to adults, but don't require ID
 4. Some libraries alert patrons that the police may be involved in the non-return of items and have had police retrieve things
 5. Some libraries have patrons sign agreements for every item checked out
 6. A couple of libraries have experienced significant issues getting gaming systems (Nintendo Switch) back
 7. Some libraries have consequences for late return like limiting checkouts or turning the device off so it is unusable
- C. Are other Circ managers/ staff running Patron Point reports and looking at the patron info?
1. Herrick does daily in Sierra, there's a lot that needs to be addressed
 2. Amber sent out directions to run reports in Sierra (<https://llcoop.org/wp-content/uploads/2024/12/Patron-Point-Comprehensive-Training-Updated.pdf>) page 11
- D. Are other libraries supposed to put books in damaged/repair status if it's not their book?
1. **No, absolutely not**
 2. Use a green mending slip (<https://llcoop.org/wp-content/uploads/2023/08/GREEN-SLIPS-damaged-missing-LLC-materials-3.pdf>)
 3. Only add notes or change status on items your own or your patrons
 - a) Except, the library that owns the damaged item should remove the message when they determine if they are going to charge the patron
- E. Quarterly Meetings
1. Discussion time ideas, let Ann know (ann@llcoop.org)
 2. Will give short Sierra trainings as well
- F. Processing MeL - do we need to hold onto the paging slips?
1. No, not according to [MeL wiki](#), doesn't say the paging slip needs to be given to the patron or sent back to the owning library
- G. ILS committee has been working on studying Sierra and other options
1. Preparing a recommendation
- IX. Next Meeting Dates February 25, 2026 over Zoom
- X. Adjournment
- A. Motion by Leanne, second by Naomi

