

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

AGENDA

- I. Call to Order - *motion, second needed*
- II. Additions/Changes to the Agenda
- III. Approve the Agenda - *motion, second needed*
- IV. Approve the Minutes of the November meeting (attached) - *motion, second needed*
- V. Director's report: Carol Dawe
- VI. Member Services report: Amber McLain
- VII. ILS Manager report: Ann Langlois
 - A. Inventory reminder
 - B. ILS Evaluation Committee updates
- VIII. Ongoing Business:
 - A. Nick Heimler's Top 100 of 2025 report:
http://www.ilcreports.org/stats/Circulation/Top_100_Y2025/
 - B. Rachel, Spring Lake: time to start deleting 2+ year old messages and notes on patron records again?
 - C. Andrew Susalla (MADL): Limits on Library of Things checkouts using Sierra category C?
 - 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?
 - E. Kim, Loutit: Could we reword 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.
 - 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 [...]

IX. Next Meeting Dates

- A. May 27, 2026 at Georgetown Township Public Library
- B. August 26, 2026 at _____ (host needed) [update: Howard Miller]
- C. November 18, 2026 at Herrick District Library
 - 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, second needed*

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

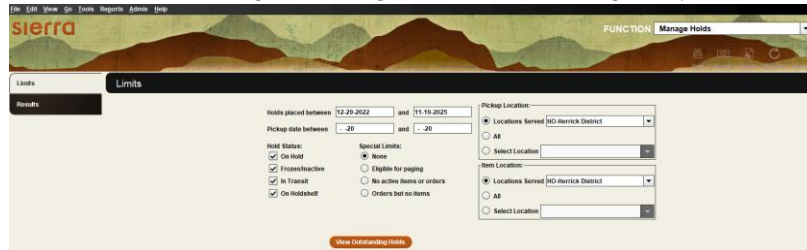
UNAPPROVED MINUTES

- 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

The screenshot shows the Sierra library system's 'Manage Holds' report configuration page. The page has a header with the 'sierra' logo and navigation links like 'Home', 'Edit', 'View', 'Go', 'Tools', 'Reports', 'Admin', and 'Help'. The main content area is titled 'Limits' and contains several filter options: 'Holds placed between' (12-29-2022 to 11-19-2025), 'Pickup date between' (-20 to -20), 'Hold Status' (On Hold, In-transit, On Holdshelf), and 'Special Limits' (None, Expires for pickup, No active items or orders, Orders but no items). There are also dropdown menus for 'Pickup Location' and 'Item Location', both set to 'Locations Served' and 'Herrick District'. A 'View Outstanding Holds' button is at the bottom.

- 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