

**Lakeland Library Cooperative
Circulation Committee Meeting**

August 26, 2026

Howard Miller Public Library

1:30 PM

Unapproved Minutes

1. Call to Order 1:37PM - motion made by Nicole (Fremont), second Kim (Loutit), all ayes
2. Approval of the Agenda as is- motion made by Leann (Howard Miller), second Mary (Gary Biker), all ayes
3. Approval of the Minutes of the May 27, 2026 meeting- motion made by Jen (Lake Odessa), second by Nicole (Fremont), all ayes
4. Director's Report: Carol Dawe
 - a. Clarification on migration to Polaris, September 2027, so that all are aware
 - b. Four webinars will be offered throughout the next year to help with the migration
 - c. Carol will be retiring in September 2027, post migration. She recapped the difficulties associated with change/transitions and asked for patience. She encourages attendance at the Leading Through Change conference in September held at the Cascade Library
5. Member Services report: Amber McLain's report conveyed by Ann Langlois
 - a. Emails sent out in error by Patron Point reminding patrons to renew library accounts when, in fact, they are already renewed
 - b. Automatic renewals still occurring but emails are temporarily turned off
6. ILS Manager report: Ann Langlois
 - a. Currently working on cleaning up records in Sierra to aid the migration to Polaris
 - b. Creating a glossary of terms that are different between Sierra and Polaris
 - c. Reminds the group to leave voicemails if she is unavailable to answer a call
7. Ongoing Business
 - a. Book Club Kits between libraries is discussed
 - i. Currently, Sierra allows interloaning of book club kits between libraries in general; but it's up to how libraries set them up. Some do not want them to go through delivery so they don't allow them to be holdable
 - ii. Can be checked out by individuals
 - iii. Great discussion on space, availability, interloaning entire kits, etc
 - iv. Further discussion and thought will be needed to make any changes.

Carol mentions perhaps sending a survey to discover if this is a necessary change and how many times interloaning Book Club kits would actually occur

- b. Return Anywhere including KDL and GRPL is discussed
 - i. KDL does participate while GRPL does not
 - ii. Items are not checked in/cleared off patrons' accounts immediately but is eventually done at the sorting centers
 - 1. KDL items are checked in at the KDL Service Center when received there
 - 2. LLC members' items are checked in at LLC's headquarters when they arrive
 - iii. Some libraries place MeL Rides labels on items going to KDL/GRPL
- c. Having two adult co-signers on a juvenile account is discussed
 - i. After much discussion, Carol will gather further information into the legality of having more than one co-signer
- d. Limiting juvenile accounts, specifically Library of Things is discussed
 - i. Conclusion is general library collection can not be withheld from juvenile patrons based on age
 - ii. Some items, such as Library of Things, have another layer of borrowing procedures such as a waiver or agreement, and *can* be refused to juveniles
- e. Election of new Chair, Vice Chair, and Secretary of the Circulation Committee will be held at the next meeting.

8. Next Meeting Date

- a. November 18, 2026 at [Herrick District Library](#)

9. Adjournment at 2:39 PM - motion made by Rogena (Reynolds), second by Veronica (Flat River)