

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL**

**Thursday, September 9, 2021
Following the Board Meeting at 9:30 a.m.**

**Kent District Library Service Center
814 W River Center NE
Comstock Park, MI 49321**

Officers: Kerry Fountain (Advisory Chair), Britney Dillon (Vice-Chair) Heather Wood-Gramza (Secretary),
Quorum: 15

AGENDA

- 1) CALL TO ORDER AND ROLL CALL**
- 2) APPROVAL OF AGENDA** (m)
- 3) PUBLIC COMMENTS**
- 4) APPROVAL OF MINUTES**
 - a) Advisory Council July 8th 2021 Unofficial Minutes (m) PAGES 2-3
 - b) Advisory Council July 8th, 202 Special Meeting 1Unofficial Minutes (m) PAGES 4
- 5) BOARD REPORT – Dale Parus, Board President** (i)
- 6) ILS MANAGER’S REPORT – Sheryl VanderWagen, ILS Manager** (i)
- 7) COOPERATIVE DIRECTOR’S REPORT - Please see Board Report, Carol Dawe** (i)
- 8) OTHER REPORTS (If Representatives Present)** (i) PAGES 5-13
 - a) Continuing Ed. Draft Committee Minutes (July and August 2021)
 - b) Circ Forum Draft Minutes (August, 2021)
 - c) MLA Board Representative Report – Kelly Richards
 - d) MLA Legislative Committee Report – Shirley Bruursema, Kelly Richards, Dale Parus
- 9) NEW BUSINESS**
 - a) Election of Slate of Advisory Council Officers (v)
 - b) Caucus/Election of LLC Board members (v) PAGE 14
 - c) Advisory Council Meeting Dates (m)PAGE15
 - d) Information Sharing: COVID-19 update (i)
- 10) PUBLIC COMMENTS**
- 11) NEXT MEETING - Thursday, October 14, 2021, following the Board Meeting**
- 12) ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, July 8, 2021, at 11:00 a.m.
Kent District Library Service Center**

Council Members Present: Kerry Fountain, Britney Dillon and Heather Wood-Gramza
Staff Present: Carol Dawe, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:38 a.m. by Kerry Fountain (IS). There were 30 additional participants.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling (BH) moved, supported by Amber McLain (OJ), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Teresa Kline (AF) reported that Fennville District Library has received a \$30,000 COVID Relief grant from ALA. There were no spending requirements, and the money has been deposited in their bank account. They plan to use the funds to purchase hotspots, tablets, computers and to beef up their Spanish collection. Merri Jo Tuinstra (ES) thanked the Lakeland staff for their support on the Bibliocommons project. Wanda Mesbergen (AB) introduced Lisa VandeBunte, the new director at Salem Township Library.
- 4) **APPROVAL OF MINUTES:** Jessica Hunt (NG) moved, supported by Amber McLain (OJ), to approve the Advisory Council minutes from May 13, 2021, as presented – *motion carried*.
- 5) **BOARD REPORT:** Dale Parus (IC) pointed out that the Lakeland staff and board have allowed Lakeland to grow with focus on removing barriers for member libraries and their patrons with the actions taken at the earlier board meeting.
- 6) **ILS MANAGER'S REPORT:** There were no additions to the written report and no further questions.
- 7) **COOPERATIVE DIRECTOR'S REPORT:** There were no additions to the written report and no further questions.
- 8) **OTHER REPORTS:**
 - a) MLA Board Representative Report – Kelly Richards (MADL) took over as MLA President on July 1, 2021. He discussed the appointment of a committee to begin working on a higher level of library director training for libraries in Michigan than is currently available. The intent is to provide training beyond what the Library of Michigan provides in its basic director training.
 - b) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported that the committee has not met in this new year. They will meet in August. Committee members are receiving regular updates from the lobbyist. Dale Parus (IC) reported on the bill that would consolidate elections to a single election in a year (November), thereby eliminating the August election option. This has received opposition from both MLA and the MML and so it has not reported out of the Senate committee. They are also monitoring bills that would threaten Penal fines. He thanked everyone for contacting their legislators when asked.
- 9) **UNFINISHED BUSINESS:**
 - a) Patron Point Discussion – There was discussion of the Patron Point proposal for an online patron registration system. Carol Dawe noted that the one-time set up/configuration cost and the annual subscription cost has been included in the upcoming FY21-22 budget. The packet included estimates for the verification costs for each library that will be billed quarterly to Lakeland by Patron Point once the program begins.
- 10) **NEW BUSINESS:**
 - a) FY2021-2022 Budget Discussion – Carol Dawe presented the proposed FY2021-2022 Budget. She noted that the IT, ILS and Cataloging Costs have been consolidated, leaving budget categories for Administration, Delivery, and IT/ILS. She noted that anyone wishing to see a more specific breakdown by department of the IT/ILS costs, can request that detail. There was a question about cataloging costs and the formula used to determine those costs. Carol responded

that the current formula will be looked at in the coming year but in this budget, a change was made to average the last three years of holdings added to even out the more dramatic shifts to those costs we have seen in prior years. It was noted that there were two lines labeled Professional Development. One is for the Continuing Education Committee and the other for Lakeland staff development. That will be corrected for clarity. The Delivery budget includes an increase in fuel and continues maintenance costs even though we may purchase two new trucks. Any overage will be put back into the reserves for the next truck purchases.

Motion by Melissa Huisman (OH), supported by Britney Dillon (IB) to recommend the FY2021-2022 Budget as presented to the Lakeland Library Cooperative Board – *motion carried*.

- 11) **PUBLIC COMMENTS:** Jennifer Salgat (IL) asked members about benefits, particularly health insurance. She wondered about plan availability. There were recommendations for small group plans offered by MML and other organizations. Carol Dawe will follow up with some additional information. Andrew Susalla (MADL) asked about the text of billing notices and the mention of the \$8.95 collection agency fee. It was noted that it is not currently possible in Sierra to divide billing notices by the total amounts owed and have two different notice headers. This will be explored along with other customized notices in the future with Patron Point after online patron registration is up and running. Shirley Bruursema (KDL) noted that she was happy to see so many new directors at these meetings today and stressed the importance of attending the Lakeland meetings. Melissa Huisman (OH) asked about the Bibliocommons catalog main page that opens to the Dashboard with content such as lists reviews, and ratings. She wondered why the main page does not open to the New Titles page instead. Lakeland staff noted that this would be a good enhancement request. Maggie McKeithan (OS) asked about the ability to limit search results in the Lakeland parent catalog by library. Currently, the only option available is to use the Available Now option but that does not include checked out copies. There should be an option to view all the copies from a single library whether they are available or not. This is also a good enhancement request. Merri Jo Tuinstra (ES) asked about beginning the library certification process. Carol Dawe will follow up with her.

- 12) **NEXT MEETING:** August 12, 2021, following the Board meeting at the Kent District Library Service Center.

- 13) **ADJOURNMENT:** Merri Jo Tuinstra (ES) moved to adjourn at 11:55 a.m. - *motion carried*.

Respectfully submitted by,
Sheryl VanderWagen

**LAKELAND LIBRARY COOPERATIVE
SPECIAL ADVISORY COUNCIL MINUTES – Unofficial
Thursday, July 8, 2021, at 9:30 a.m.
Kent District Library Service Center**

Council Members Present: Kerry Fountain, Britney Dillon and Heather Wood-Gramza

Staff Present: Carol Dawe, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The special meeting of the Advisory Council was called to order at 9:30 a.m. by Kerry Fountain (IS). There were 31 additional participants. Amber McLain (OJ) introduced Cierra Baklova, former Youth Services staff member at Patmos Library and new director of the Henika District Library.
- 2) **APPROVAL OF AGENDA:** Karen McKinnon (AL) moved, supported by Jessica Hunt (NG), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Introductions of those in attendance.
- 4) **UNFINISHED BUSINESS:**
 - a) Non-resident Card Committee – The proposed changes to the Lakeland Library Cooperative Non-Resident Card policy were presented. A change to NR 2.1 to allow libraries to use their local barcodes with their local barcode prefixes on the Lakeland pink non-resident card or a card of a different color than their local library card that is marked clearly as a non-resident card for stand-alone libraries. A change in NR 2.2 to change the fees for non-resident cards from permissive to required, changing “may set its own fee” to “shall set its own fee for non-resident card, unless restricted by separate contractual agreement.” There was no further discussion on the proposed changes.
Peggy Hemerling moved, supported by Elyshia Hoekstra to recommend the proposed changes to the Lakeland Library Cooperative Board – *motion carried*.
- 5) **NEW BUSINESS:**
 - a) Unlimited SIP License Q and A – there were no further questions.
Motion by Amber McLain (OJ), supported by Heather Wood-Gramza (OZ) to recommend the proposal to the Lakeland Library Cooperative Board – *motion carried*.
- 6) **ADJOURNMENT:** Michelle Moore (OL) moved to adjourn at 9:39 a.m. - *motion carried*.

Respectfully submitted by,
Sheryl VanderWagen

**Lakeland Library Cooperative
Continuing Education Committee
July 19, 2021
Unofficial Minutes**

Call to Order: 1:02 pm

Members Present: Heather Wood-Gramza (OZ), Zandra Blake (GR), Mary Cook (OA), Kelly Worden (IB), Erin Supri (IS), Jackie Roseberry (NF), Kayla Shinabargar (OC), Jackie Endres (UM)

Absent: Trish Reid (KU)

LLC Representatives: Carol Dawe, Janet Cornell

Approval of Minutes: Motion by Zandra with support by Mary to accept minutes as presented. Motion approved.

Approval of Finance Report: Costs associated with the MCDA *Easy, Breezy Chart of Accounts* webinar were posted. Motion by Mary with support by Kelly to accept as presented. Motion approved.

Youth Services Update: Erin reported they are having a planning meeting on July 26, 2021, for the Summer Reading Program Workshop they host in November. Many of the libraries are winding down from this year's program, she even took some time out of her own vacation to attend our meeting today.

Discussion Items:

Events/Focus for Remainder of FY:

- *How to Get People Back into the Library (Heather)* – With the heightened interest in providing de-escalation training for library staff, this topic will be looked at during the planning for next fiscal year.
- *Strategic Planning Panel/Roundtable (Carol)* – Carol mentioned the focus was for Lakeland members to participate and share what works for them, but that it would need to be rescheduled in the new fiscal year.

Other Business:

De-escalation Training for front-line staff (Heather/Carol) – Carol and Heather shared that Tiffany Russell was scheduled to have a presentation at the July board meeting but had to cancel due to a conflict. The board discussed the need to provide this type of training for their front-line staff. Carol mentioned she has been in communication with Tiffany about providing some online training with practical “what-to-do” steps they could practice doing in breakout sessions. She would like to get 4 dates on the calendar as soon as possible during this fiscal year to do this.

- *Jackie Roseberry*– will help Carol coordinate the training dates with Tiffany. They are looking at 2 dates in August and 2 in September on a Thursday afternoon for 3 and a morning session for the remaining slot

- *Kelly (with Heather assisting)*– volunteered to help with the marketing of the event
- *Breakout Leaders Needed* – Once the dates have been determined and Tiffany has been consulted, we will need to schedule committee members to help assist the breakout rooms during the training dates

August Planning meeting –The next meeting is our annual planning meeting for the coming fiscal year. The items that were tabled this year will be included, and Janet will send out survey and planning notes from previous years to help facilitate some ideas for the coming year. Members are encouraged to bring their ideas to the next meeting for consideration, especially those that answer the question “What do we do now?”

It was agreed that planning is much easier to do when we meet in person, while our regular meetings are fine online. Mary volunteered to host the meeting at Allendale next month so that we can all be accommodated safely to meet in person.

Next Regular Meeting: The next meeting will be held on August 19, 2021, at 1 pm at Allendale Township Library.

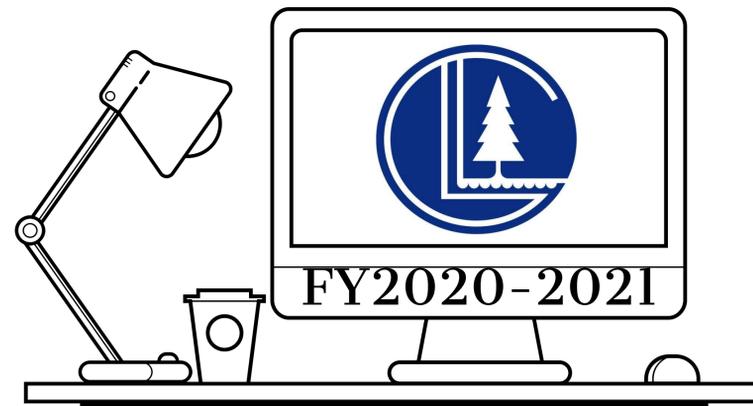
Mary moved to adjourn the meeting. Motion approved. The meeting adjourned at 1:32 pm.

Respectfully submitted,

Janet Cornell



workshops



Mindful Stress Resilience: Riding the COVID Coaster 11/16/2020

Adverse Childhood Experiences (ACES) 4/16/2021

Friendraising vs Fundraising: Development Strategies for Every Library 1/08/2021

Social Services Strategies and Tips 1/29/2021

Summer Reading Workshop: Tails and Tales*

**planned by Youth Services and funded through LLC CE budget*

11/20/2020

The focus was on high-quality, timely capacity building opportunities in a format that allowed library staff to gain vital information and support as they sought to serve their respective communities during an extremely challenging time.



Lakeland Library
Continuing Education Committee Report
Cooperative

CIRCULATION FORUM MEETING
August 25, 2021 | 1:30 P.M
ZOOM | MEETING NOTES

Select a Recorder – Jen V (HO)

Approve the Agenda – Motion from Shanni (ICL), Second by Veronica (Flat River), pass

Approve the Minutes of the August 26, 2020 meeting (attached) – Motion from Leann (OZ),
 Second by Shanni (ICL), pass

Sierra upgrade to v5.3 – Changes and new features

- New Manage Holds options (very exciting)
 - View Outstanding Holds has been completely redesigned
 - Used to compile overnight
 - Is now live updated
 - If all libraries could check their Manage Holds a couple of times a month, then Sheryl wouldn't have to send clean up reports
 - Now called Manage Holds in Functions drop-down in Sierra
 - Can go back as far as the oldest hold in the system (currently 2019) through today
 - Can only view Frozen/Inactive holds or exclude them from the list
 - Eligible for paging means that there is something on the shelf
 - Sierra defaults to cycling through the list twice and then is stumped
 - Location Served should default to your library
 - Pickup location you probably want to choose All to see all holds requested
 - Item Location should be set to your library
 - There is an Edit Bib option, but Sheryl recommends avoiding this currently
 - If your login doesn't have edit permissions, it will only allow you to view
 - Can also view what should be on your current holdshelf
 - This time, set Pick Up Location to your library and Item Location to All
 - If this process ever locks up your Sierra session, send a message to tech-help@llcoop.org
 - It is known that there is a possibility of a problem for libraries with very large lists
 - There is a hot-fix that exists, but Sheryl would prefer to wait and see if anyone has issues
 - Any list created can also be exported as a CSV file
 - Sheryl isn't sure how useful that is, but it exists
 - Shanni in Ionia says it's a very useful tool and they've only just started investigating it
- Some of the prompts that were overly repetitive have been fixed and reduced
 - Mostly for sending notices
- Now can resend notices to a different printer in case you are having issues with your default printer
- Fix to Patron Record Template not showing the PIN after being entered

DRAFT

- If you notice any new issues, please email a very detailed description of what you were doing leading up to the issue to tech-help@llcoop.org
 - Screen shots help, but the details leading up to the problem is even more helpful
 - Tech Help really needs to be able to recreate the issue to send it in
 - Please always send it to tech-help@llcoop.org, not Sheryl or Thom directly, this adds it to their ticket system

Items

- Pink slips and Custom Transit slips
 - If you have the correct type of receipt printers, Sheryl very much recommends using the custom transit slips available to you
 - If you need to set up custom transit slips, let tech-help@llcoop.org know
 - Pink slips are still acceptable, but please write clearly where the item is headed
- Delivery procedures, bag packing, etc.
 - It would help the delivery sorters immensely if bags could be packed face down and transit slips facing the back so that the delivery dots show or the transit slip shows
 - Please keep the bag ties to a simple, easily opened tie
 - Kudos to the delivery team from the libraries and Sheryl
- Damaged items procedures
 - Damaged procedure for items belonging to other libraries is to put a green slip in the damaged item and don't check it in
 - This prevents the previous patron from being overwritten
 - Some libraries have automatic RFID check in, this may be an issue for them, including Spring Lake
 - Also, have had issues with libraries not addressing issues in a timely manner, causing issues for the patron not at fault
 - Sometimes going to billing, potentially to Collections
 - Some items are being marked as damaged but not being checking in
 - As an alternative, notate the current and previous patrons are on the green slip and then check the item in before sending it back to the owing library
 - Some libraries place sticky notes in damaged items before checking them out to the patron
 - This does not allow the owning library to question the previous patron
 - Please get to your damaged items in a timely manner and if you need any sort of refresher, please let Sheryl know
 - From Shanni in Ionia: I think if you get an item that is damaged to the point where there will be a charge, cancel that hold and return the item with a green slip. Then place a different item on hold. If we get a circulate-able item with normal wear and tear, we just put a sticky note in the book and let the patron check the item out, we then check in that item when returned and place a green slip in for delivery.
- Items In-Transit too long, what do we do when the other library has already checked their shelves
 - Can change the items to Lost Transit or Missing

DRAFT

- As a reminder, there is no progression of statuses that happens automatically
- Sheryl has it set up with some libraries that if an item is listed as missing, she will change it to withdrawn, but that is not everyone

Patrons

- Non-Resident Policy updates
 - Policy used to say must have Lakeland universal 20000 prefix
 - Now libraries can their own barcodes on the pink non-resident card
 - Must still use the pink non-resident cards
 - Barcodes can be ordered through Lakeland barcode orders
 - This allows libraries to choose what is available to their non-resident patrons
 - Sometimes only physical items, sometimes allowed to access eresources
 - Still local use only, the card is only good at the library it was purchased at
 - KDL has agreed to issue cards of a different color to the half of a township that they issue non-resident cards in Newaygo County.
 - Will have KDL barcodes
- Overdue and Billing notices
 - Reminder: Monday through Friday the system sends notices early in the morning
 - This helps to consolidate the notices for patrons so that they only get one phone call or email
 - Individual libraries can choose to send notices on Saturdays and Sundays
 - Individual libraries are also responsible for checking their print overdues and billing notices on a regular basis, Lakeland does not automatically send those
- Fines Paid reports (what is BFINES?)
 - This is fines payed through BiblioCommons
 - Replaces eCommerce, eventually
- Annual Patron and Fines purge
 - Sheryl did this week
 - Purged \$194,000 of fines from 2014
 - Deleted 12,000 patrons that owed no fines, 7,900 patrons after their fines were purged with expiration dates from 2017 or earlier
 - Normally done in March or April, look for that next year
 - Lists have been emailed to all libraries
- Emailing checkout receipts to patrons option
 - Part of the November Sierra update
 - If you would like to set this up, let Sheryl know at tech-help@lcoop.org
 - This can be set up by login in Sierra, can automatically ask if the patron wants an emailed receipt or just automatically send the receipt
 - If the patron does not have an email on file, it will ask to add it
 - This may help you save on printer paper while offering a convenience to your patron
 - Does not apply to self-checks

MeLCat/RIDES

- Shipping labels
 - When sending a MeLCat item, **always** print a new shipping label, even if it is a No Pack library
- Check Out to Remote Site mode

- Always remember to check your items out to MeL before sending it so that the status changes to In-Transit
 - Otherwise the borrowing library will be unable to check it out to their patron and will only be able to send it back to you
 - The item status also reverts back to On Shelf even though it is in-transit
- If you attempt to check out an item and Sierra informs you that it is a Lakeland hold, Sierra is actually converting that hold to a Lakeland hold and you do not have to follow the rest of MeLCat procedure, you can just treat it as a regular Lakeland hold, **but only after** attempting to check it out to MeL first
- If libraries would like to switch to using stickers for labels, Sheryl and Jen from HO recommend the following:
 - Avery 6460 Removable 1 x 2 5/8 labels
 - Demco Multi-Purpose Laser Removable 1 x 2 5/8 labels (12218480)

Updates & Reminders

- Fines Suspension ends August 31, 2021
 - Will take place after close that day for those libraries it effects
 - Herrick is not going completely fines free, but have elected to not charge fines for the rest of the year
- Fines Free libraries update
 - These will be all set if you've submitted your paperwork to Sheryl
 - Sheryl has a cheat sheet from OZ that she will send out after the meeting
- Holds back to 25 from 50
 - That hasn't been discussed yet, will have to go to the Advisory Council
- Barcode/Delivery dot orders
 - There is one now, then there will be one more barcode order this year (September)
 - Starting next year, Lakeland will offer ordering only twice a year instead of quarterly (this December and then June)
- Encore
 - Please encourage your patrons to switch fully to BiblioCommons
 - The Encore subscription expires in January and then will no longer be available at all
 - Upgrades may continue until the subscription expires
- Capira
 - Thom and Sheryl are working on getting reports
 - Will get a report for January to June as well as a July and August report
 - If you have new resources that you want to be visible and accessible through Capira, email tech-help@llcoop.org
 - Same goes if you discontinue a service
- Bibliocore
 - Sevices can be added to BiblioCommons, email tech-help@llcoop.org
 - Some libraries are having issues how to explain to patrons how to go from an individual library's catalog to the full LLC catalog
 - Herrick has created this video for patrons: <https://www.youtube.com/watch?v=2TWvDM4rhbg>
 - Basically, you have to use the Search other libraries link on the top right side to carry your search over

DRAFT

- Sheryl will look into this and see if there are any options to make this more visible
- Patron Point (online patron registration/renewal)
 - Has been incorporated into the Lakeland budget starting October 1st
 - Will be a form that patron can filled out and once submitted, the patron will get a real barcode from the appropriate library
 - Does address verification for adults
 - Automatically set up to tell the patron what their service area is and provide the correct barcode
 - Rising adult notification to minors about when to come in and get an adult card
 - Uses the National Verification Database to compare name and address to automatically renew cards
 - Barcodes issued will not match physical card barcodes
 - Can libraries opt out of messages from Patron Point? Sheryl not sure why you would want to, will be unique to each library, will use logos and such
 - No policies have been decided yet, this is just to let us know that it is coming
 - May eventually switch our regular notices over to this service as well, such as billing
 - Board approved at their last meeting, approved the budget
 - More information will be sent out as it comes available

General Questions

- To mark an item as withdrawn, change the STATUS to Withdrawn to let Sheryl know to remove it and change ICODE2 to W to suppress it from the online catalog
- Creating a ticket for Lakeland by emailing tech-help@llcoop.org is the best way to get any kind of help

Next meeting: December 1, 2021 | Zoom link from Sheryl

- Many libraries request using Zoom, especially for the winter driving

Attendees:

Sheryl: Welcome everyone -- we'll begin shortly in the meantime if you could put your library name in the chat that would be helpful

Leann from Howard Miller

Rhonda Burns from Leighton Township Library

Ben & Rhonda -- Hackley Public Library

Pam Osborn - White Lake Community Library

Rachel Koehne, Spring Lake DL

Kayla from Coopersville

Mary - Newaygo Library

Andrew from Muskegon Area District Library.

Bethany from Henika District Library

David Edelman, Hastings

Newaygo Area District Library - Director Kelly Tinkham

Carol Dawe, Lakeland Coop. Director, Lakeland.

Laura Parks--Cedar Springs Library

Mary Cook from Allendale

Leslie Garrison from Georgetown Township

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Wanda from Salem
Erik Parsons - Herrick District Library
Cheryl Smith, Timothy C Hauenstein Reynolds Township Library
Deanna Riggleman and Pam Feutz from Tamarack District Library
Lindsey Kult from Howard Miller
Jonelle, Home Twp Library
Kerry FitzGerald from Loutit District Library
Dwayne Betcher Herrick
Shanni Kerr Ionia Community Library
Cindy Johnson Grant Library and White Cloud Library
Karen Ginman HDL
Rachel Door HDL



Thursday, September 9th, 2021 Meeting of LLC ADVISORY COUNCIL

ADVISORY COUNCIL CAUCUSES FOR LLC BOARD MEMBERS-ELECTION 9/21-9/23

ADVISORY COUNCIL SECRETARY will record the electoral business of each Library Group.

Library Group	Current Board Candidates:	Term	Additional Candidate(s)
Group A:	Karen McKinnon-Leighton	Term 9/21-9/23	
Group B:	Peggy Hemerling-Hastings	Term 9/21-9/23	
Group C:	Dale Parus-Ionia	Term 9/21-9/23	

RESULTS from CAUCUSES:

Group A: _____

Group B: _____

Group C: _____

**Lakeland Library Cooperative
Advisory Council Meeting
FY2021-2022 PROPOSED**

DATE	LOCATION	TIME
October 14, 2020	Kent District Library or TBD	After 9:30 a.m. board meeting
November 11, 2020	Kent District Library or TBD	After 9:30 a.m. board meeting
December 9, 2020	Kent District Library or TBD	After 9:30 a.m. board meeting
January 13, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
February 10, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
March 10, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
April 14, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
May 12, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
June 9, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
July 14, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
August 11, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting
September 8, 2021	Kent District Library or TBD	After 9:30 a.m. board meeting

**Lakeland Library Cooperative
Fines Free Guide**

Library	Fines Free	Detail
OA (Allendale)	Partial	All Print Material
IB (Belding)	Partial	Juv & Teen Only
MA (Carson City)	No	
EC (Cedar Springs)	No	
IV (Clarksville)	No	
OC (Coopersville)	No	
NC (Croton)	Partial	Juv & Teen Only
MC (Crystal Community)	No	
AD (Dorr)	Yes	All Materials
AF (Fennville)	Partial	Juv & Teen Only
MG (Flat River)	Yes	All Materials
BF (Freeport)	No	
NF (Freemont)	No	
SF (Fruitport)	Yes	All Materials
OH (Hudsonville)	No	
OG (Georgetown Twp)	No	
GR (Grand Rapids)	Yes	All Materials
NG (Grant)	Partial	Not Including DVDs or Library of Things
SM (Hackley-Muskegon)	Yes	All Materials
BH (Hastings)	Partial	Not Including Library of Things
AW (Henika)	Yes	All Materials

Quick Definitions:

Yes—No Overdue Fines

No—Overdue Fines Charged

Partial—Some Items Accrue Overdue Fines

**Lakeland Library Cooperative
Fines Free Guide**

Library	Fines Free	Detail
HO (Herrick-Holland)	Yes	All Materials – 12/31/2021
NH (Hesperia)	Partial	Juv & Teen Only
ME (Home Twp-Edmore)	Partial	Print & Audio-books Only
AH (Hopkins)	No	
OZ (Zeeland)	Yes	All Materials
IC (Ionia)	No	
KU (Kent Dist.)	Yes	All Materials
IL (Lake Odessa)	Yes	All Materials
AL (Leighton Twp)	No	
OL (Loutit-Grand Haven)	Yes	All Materials
UM (Muskegon Area Dist.)	Yes	All Materials
NN (Newaygo)	No	
OJ (Jamestown)	No	
AB (Salem Twp.)	No	
IS (Saranac)	No	
AS (Saugatuck/Douglas)	Yes	All Materials
ES (Sparta)	No	
OS (Spring Lake)	Yes	All Materials
ML (Tamarack)	Partial	Not Including DVDs
BM (Thornapple Kellogg)	No	
NW (White Cloud)	No	
SW (White Lake)	Yes	All Materials

Quick Definitions:

Yes—No Overdue Fines

No—Overdue Fines Charged

Partial—Some Items Accrue Overdue Fines