**Report of the MOBIUS Circulation & Courier Committee**

May 31, 2023

Submitted by: Sarah Francka-Jones, Committee Chair, and Steve Strohl, MOBIUS organizer

This annual report covers tasks and activities undertaken during the period of July 1, 2022 through May 31, 2023

Date of last meeting: May 23, 2023

Date of next meeting: TBD

SUMMARY OF ACTIVITIES

Recommendations to the Board of Directors:

* Continue supporting the Committee in its efforts to facilitate communication and training across the membership and suggest improvements on circulation and courier matters.
* Appoint a new Vice Chair/Chair Elect for leadership continuity, and fill any additional vacancies on the committee as needed.

Action items completed:

* Approved changes to courier labels—removed the QR code and standardized the barcode placement horizontally.
* Ordered replacements of green adhesive labels after an initial delay due to supply chain problems from our vendor.
* Proposed changes to the Interlibrary Loan Policy to remove vendor-specific language.
* Proposed changes to the MOBIUS circulation page to remove vendor-specific language.
* Discussed the need for a reciprocal ILL agreement with Prospector libraries.
* Proposed a change to the $120.00 maximum replacement fee—instead libraries will charge the cost of replacing the item. The MOBIUS Board of Directors will take this recommendation to the membership for review.
* Received regular updates on progress of upcoming FOLIO and ReShare migration.

Action items in progress/pending:

* Assist in whatever way possible with the progress of FOLIO and ReShare migration
* Finalize the post the Interlibrary Loan Policy once a decision has been made on replacement fee.
* Finalize changes to MOBIUS circulation page.

Questions and issues for the Board/larger group:

* Since circulation matters will be in flux next year due to FOLIO and ReShare migration, the committee would like to focus on courier matters to best serve the membership during this time. These efforts include a courier survey if possible.

Other notes:

* Additional policy edits may be needed to remove vendor specific language and reflect a possible change in the maximum replacement fee.