Members:

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| **Name** | **Title** | **Institution** |
| **Cynthia Cotner, 2019-2021, Committee Chair** | Head, Access Services,  | University of Missouri - Columbia  |
| **Sarah Brown, 2020-2022**  | Vice Chair - Manager, Acquisitions & Collection Development | St. Louis County Library |
| **Sally Gibson, Board Representative** | Library Director | Missouri Western State University |
| **Phyllis Holzenberg, 2020-2022** | ILL Librarian  | Drury University  |
| **Crystal Rhodes, 2020-2022** | ​ Public Services Librarian | Crowder College |
| **Samantha Setzer, 2020-2022** | Library Services Specialist | Moberly Area Community College |
| **Andrew Stout, 2019-2021** | Access Services Librarian | Covenant Theological Seminary |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Members – Absent:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Institution** |
|  |  |  |

Guests or Proxies Present:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Institution** |
| Renee Brumett | Electronic Resources Librarian | Springfield-Greene County Library |

**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Connection information**: We will be using ***Zoom***.

MOBIUS is inviting you to a scheduled Zoom meeting.

Topic: MOBIUS Circ-Courier Committee.

Time: Mar 3, 2021 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/87967842313?pwd=cWpCenFMTmZPUzdRVm9UbFhlUDlrUT09

Meeting ID: 879 6784 2313

Passcode: 105261

One tap mobile

+19292056099,,87967842313#,,,,\*105261# US (New York)

+13017158592,,87967842313#,,,,\*105261# US (Washington DC)

Dial by your location

 +1 929 205 6099 US (New York)

 +1 301 715 8592 US (Washington DC)

 +1 312 626 6799 US (Chicago)

 +1 669 900 6833 US (San Jose)

 +1 253 215 8782 US (Tacoma)

 +1 346 248 7799 US (Houston)

Meeting ID: 879 6784 2313

Passcode: 105261

Find your local number: https://us02web.zoom.us/u/kBnCo3Z2i

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
* General Interest is **circ-courier@lists.mobiusconsortium.org**
1. Call to order.

*The meeting was called to order by Cindy Cotner at 1:04 pm.*

1. Adoption of the Agenda.

*Cindy asked for a motion to accept the agenda as submitted. Sarah Brown made the motion, seconded by Phyllis* ***Holzenberg, without objection.***

1. **Announcements of Note.**
	1. Welcome, Renee!

*Steve Strohl mentioned at the outset ~~that~~ of this meeting that we expected to have two guests join us. Earlier this morning one of our two guests indicated that he couldn’t make it (Lee Razer, Central Arkansas Library System) and instead, we welcomed Renee Brumett from Springfield-Greene County Library who asked to speak on an issue for the committee’s consideration later, under “New Business.”*

* 1. MOBIUS RFI Update & Schedule (will be updating).

*Steve mentioned that MOBIUS has sent the Request for Information (RFI) to vendors approved by the Board, on February 15th. We are now in the process of scheduling two hour “overviews” of how these vendors might be able to partner with us in 2024 should the membership decide to partner with a new library automation technology provider. Donna Bacon indicated that as soon as she heard back from some of the vendors regarding some of the specific logistics of their presentation that she would inform the membership. These sessions will be open to all and be recorded. The first of these presentations will not happen until the end of March. It is expected that the notification of the membership will happen shortly.*

* 1. Sierra Upgrades – the next round of upgrades is set to be released at the end of March. (Yes, this has now moved to the “announcements” category.)

*Steve mentioned that he recently came across the “Preliminary Known Issues” for Sierra 5.3 on the Innovative Supportal web site. Right now, the release is still scheduled for the end of March. Steve asked Renee Brumett if Springfield-Greene was still operating as a beta site for Sierra. Renee indicated that her library has been running the new beta release for about two weeks and that they had experienced some glitches with the ecommerce component and the focus around some dialogue boxes, which used to be “OK” were now set to “CANCEL” and that this undocumented and not requested for change to the system was confusing to staff. While Springfield-Greene had come up with a workaround it is hoped this is fixed in time for the general release.*

1. Old Business:
	1. Adhesive label / Print Template order went out over a week ago! Will advise when the labels arrive & we will get them turned around and sent out ASAP.

*Steve mentioned that the adhesive label order went out at the end of February and that it should arrive the last week of March. Once it comes in, MOBIUS will process the labels and get them out to each library who ordered them via the courier. We have a five-box minimum order due to the special color of the labels but in this case we have just over a box left over we can use to fill any requests between orders.*

* 1. Video Tutorials on Label Maker & more.

*Steve indicated that the long-discussed video of the label maker is up on the MOBIUS web site. This a general video and not a video on how to modify the print template since MOBIUS provides that service.*

*Steve mentioned that the ILS Software & Services committee recently had a survey in which that group solicited training ideas. The survey revealed that many folks train their colleagues, but they check the MOBIUS web site for any additional training resources as needed. Given this, MOBIUS will be actively looking to update and compliment their current and future training offerings with a focus on short, video updates. This is something Steve, Christopher Gould, and others on the MOBIUS Help Desk will be looking at and working on as we move forward.*

* 1. Spring Circulation survey.
		+ 1. Moves to 2021 – previous survey: <https://docs.google.com/document/d/1_8P4Aza2ayx4BUQM8sf9lPw2csvzp92jE4ASGeRgTKk/edit?usp=sharing>
			2. Review after this meeting.
		1. Timing on when we’d like the survey to go out.

*Steve mentioned that they committee traditionally issued a courier-focused survey each spring and that the plan had been last spring to add in some survey questions on circulation and access services features and functions. Some of this stemmed from the fact that the current committee had thought this might be a good opportunity to provide the MOBIUS community some functionality and service ideas as we head into the RFI and a future RFP (Request for Proposal). However, due to the pandemic shutting the courier and many libraries down for long periods over last spring and early summer, and with the RFI out and an RFP to follow it was thought perhaps this wasn’t the best move at this time. Discussion followed. Cindy wondered too if we should move on this or hold off on a survey. Sarah Brown indicated that the RFI and RFP process should be something many will have ideas about and input in. Others in the Zoom chat agreed that questions about Circulation functions should be held back for now so as not to confuse the membership about the focus of the survey as opposed to the RFI (and RFP).*

*Donna brought up a good point that we’re just now getting back to normal borrowing and lending operations and that perhaps we should skip the courier survey this year since so much of last year was in essence, interrupted by the shutting down of INN-Reach for much of the year. After some discussion about the merits of the suggestion Cindy asked if someone would make a motion to hold off on any kind of survey for a period of one year. Sarah indicated that she would make such a motion, seconded by Phyllis. It was passed without objection.*

1. New Business (the following merits discussion and whether this should be supported with a recommendation to the MOBIUS Board for their consideration and vote):
	1. From Renee: Extending loan periods for audiobooks.
		1. This dates back in part to a year ago (roughly) from Renee:
			1. Standard hold pickup time for all material types -- preferably 10 days.
			This would be a much better user experience for our patrons to have some consistency.
			2. Longer loan period for audiobooks -- preferably 28 days to match print books. Our patrons complain about this, other libraries patrons complain to us about these. They simply cannot listen to a 16-disc audiobook with the current loan rule.

			Staff from the following libraries have expressed support for these changes: Springfield-Greene County Library, Christian County Library, Central Arkansas Library System, St. Louis County Library, Davenport Public Library, Altoona Public Library, and Tulsa City-County Library.

*Steve introduced Renee so she could discuss her proposal to the committee regarding her request (on behalf of many other public libraries who are part of MOBIUS) to treat Audio Books just like regular Monographs with a 28-day loan period with up to two renewals. Currently, the existing loan period isn’t long enough for some of the multi-disc, hours long audio books. As Renee put it “Literally, people do not have enough hours in the day and night to listed to some entire books.” While there is a consensus on Audio Books there isn’t one for DVD’s and CD’s. After some questioning by Cindy and others on the process going forward Cindy asked for a motion to made to vote on the request for support. Sarah made the motion with Samantha Setzer seconding. The motion passed without objection. Cindy and Renee will collaborate with Steve on language to be sent out to the wider Circ-Courier discussion list for feedback and from there, it should go to the Board for their official vote at the next meeting on April 9th.*

* 1. From Andrew: Visiting Patron ID Formats.
		1. Covenant receives a fair number of VP and they find that the ID formats listed on the [MOBIUS web site](https://mobiusconsortium.org/visiting-patron-id-format) are not always up to date. Is anyone else having this same issue?

New – with the move to the AGENCY model, MOBIUS is working on new Visiting Patron reports, the likes of which we have had previously under the Institution model. More on this will be forthcoming later in March.

*Andrew Stout added this agenda item about incorrect and out-of-date ID formats. Quite frankly, this is something MOBIUS should be checking on (yearly at least) and posting to the web site.*

*Steve also wanted to inform everyone that new reports covering these statistical groups (reports previously unavailable to us on the Institutional model) would be forthcoming shortly.*

1. Wrap Up:
	1. Next meeting, Monday, May 24th, 2021 at 10:00 am.
	2. Motion to adjourn.

*Cindy called for a motion to adjourn at 1:53 pm. The motion was made by Sarah and seconded by Crystal Rhodes.*