# Minutes of the MOBIUS Circulation and Courier Committee Meeting

Tuesday, May 31st, 2022, at 11:00 am

Online, via Zoom (see below, page 3, for how to connect)

1. Call to order and introductions (see below, page 2, for the list of members)
	1. Absences:
		1. Crystal Rhodes, Donna Bacon.
	2. Guests:
		1. None.
2. Adoption of the agenda.
	1. Motion called for by Sarah Brown at 11:01 a.m.
		1. Motion made by Sarah Francka-Jones.
		2. Motion seconded by Phyllis Holzenberg.
3. Information Items
	1. Brief update on the ILS-RFP Committee.
		1. Steve Strohl provided a brief update on the work of the committee. Demonstration are complete and committee has met to organize their thoughts. More discussion will take place on a path forward at the MOBIUS conference in Independence next month.
4. Unfinished Business
	1. No new update on the adhesive label order; delayed until late August!
		1. Updates will be provided throughout the summer.
	2. Courier survey discussion & potential Board recommendations (see attached).
		1. A lot of discussion by all members of the committee on the results of the survey.
			1. Some thoughts about getting 6 labels on a page instead of 4. Phyllis mentioned her library limits the size of the PDF font (to 80%) to make the labels fit in the bag windows easier. Committee members agreed this tip should be added to the “how to” section of the label maker page.
			2. Some libraries don’t realize that they too could decide to use the green adhesive labels, while other libraries can’t use them due to the delicate nature of their collection (for example, the St. Louis Art Museum).
				1. MOBIUS could get the word out and talk about this more so libraries are aware of their options.
				2. Lisa Young suggested having a list of “label champions” on the MOBIUS website. Libraries that are considering adopting green labels could reach out to these libraries for help/guidance/encouragement. All committee members liked this idea.
			3. The committee discussed removing the QR code on the labels – but having some way to quickly identify which label is a MOBIUS end-to-end shipment and one that is not is desirable (Steve will talk to Scott about this and see what else we could possible do).
			4. While some members record what items go into what bags, some do not.
			5. Members felt comprehensive bi-annual training would be something that would help more so than recorded videos (everyone seemed to agree on this issue). Steve indicated that this is something that MOBIUS staff could take on. Issues to cover include:
				1. Green, adhesive labels (include a “label champion” guest speaker)
				2. INN-Reach Reports
				3. Pick Up Anywhere
				4. Loan Rules/options
				5. MOBIUS website “tour”
			6. Sarah Brown raised two instances in the survey results pointing to libraries who want to raise the renewal limit higher than two. The committee members all agreed that two renewals is sufficient and did not see a need to recommend this to the Board.
			7. Sarah Brown raised the survey result regarding libraries who are stamping “no damage” on items that are clearly damaged. Other committee members indicated they had also come across this. MOBIUS staff can reach out to those libraries with a reminder.
5. New Business
	1. Annual report due prior to the MOBIUS Conference.
		1. Steve Strohl & Sarah Brown will coordinate on the requirements for the annual report. Previous [annual reports](https://mobiusconsortium.org/node/95) and a template is available via the [MOBIUS web site](https://mobiusconsortium.org/committee-templates).
	2. Open discussion. No new items raised.
6. Adjourn Meeting – Final meeting of this committee.
	1. Motion called for by Sarah Brown at 11:28 a.m.
	2. Motion made by Lisa Young.
	3. Motion seconded by Sarah Francka-Jones.

**Sarah Brown, 2020-2022, Chair**
Manager, Acquisitions & Collection Development, St. Louis County Library

**Sarah Francka-Jones, 2021-2023, Vice-Chair**
Interlibrary Loan Coordinator, Springfield-Greene County Library

**Lisa Farrell, Board Representative**
Director of Library Services, East Central College

**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

**Lisa Young, 2021-2023**
Director of Access Services, Lindenwood University

**Steve Strohl, MOBIUS Organizer**
Associate Director, Member Services, MOBIUS

**Donna Bacon, Ex-Officio**
Executive Director, MOBIUS

MOBIUS is inviting you to a scheduled Zoom meeting.

Topic: Circulation-Courier Committee Meeting.
Time: May 31, 2022 11:00 AM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/84777732653?pwd=K0wydkpFd1VLeUNIYWQvNnNWSjNadz09>

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