**Submitted by:** Terra Feick, Chair & Stephen Strohl, Organizer

**Committee Members:** Lisa Farrell, Board Member, Director of Library Services, East Central College; Terra Feick, 2016-2018, Assistant Library Director, Access Services, Northwest Missouri State University; Clara Fehrenbach, 2017-2019, Interlibrary Loan and Reserves Librarian, Washington University; Bathsheba Love, 2017-2019, Library Circulation Services, Missouri Valley College; Shelly McDavid, 2017-2019, Head, Access Services, Missouri University of Science and Technology; Julie Wright, 2016-2018, Library Circulation & Technology Coordinator, Culver-Stockton College; Lisa Young, 2017-2019, Access Services Director, Lindenwood University; Steve Strohl, MOBIUS Organizer, Associate Director, Member Services, MOBIUS; Donna Bacon, Ex-Officio, Executive Director, MOBIUS.

**This annual report covers tasks and activities undertaken during the period July 1, 2017 through May 31, 2018.**

1. Fall 2017 (9/5/17)
   1. Bed Bugs – Established Mobius recommendations
      1. Future bag purchases – white interiors/linings
      2. All libraries with heaters treat suspected or confirmed cases prior to shipping
         1. Remove shipping labels
         2. Do not sent if treatment of potential contaminated item is not possible prior to shipping
      3. Libraries with heat treatment are welcome to treat bags at any time
   2. Audiobook loan period recommendation
      1. Audiobook loan period to 28 day
2. Spring 2018 (1/18/18 & 4/6/18)
   1. Drop-off Anywhere
      1. All Mobius libraries accept any return item from a Mobius member or partner library and return the item(s) using the courier service. The receiving library should check the item in if possible. When check-in is not possible, the MOBIUS office can be contacted to add a note about the return while the material makes its way back home/to next location.
   2. Lost, Damaged, or Long Overdue
      1. Prospector – charges resolution mediated by Mobius Office
      2. Recommended changes to policy that included:
         1. stronger wording regarding negotiation between libraries
         2. a MAXIMUM charge of $120 if that this the lowest possible replacement cost
         3. invoicing within a year of the **due date**

**Date of last meeting:** April 6, 2018

**Recommendations to Board of Directors:** Made recommendations for: 1) moving audiobook loan period to 28 days and 2) amend Lost, Damage, and Long Overdue Policy

**Action Items Completed:** Established recommendations for Mobius pertaining to: 1) consortium-wide acceptance of Bed Bug heat treatment practices and 2) future courier bag purchases. Reach agreement on acceptance of drop-off anywhere practices. Addressed audiobook loan period and committee agreed to have Mobius Office staff mediate billing between Mobius and Prospector libraries.

**Action Items In-progress/Pending:** 1) Write recommended policy update stating that the Mobius office will mediate all billing between Mobius and Prospector libraries. 2) Feedback on proposed circulation enhancement in Sierra.