**Submitted by:** Bathsheba Love Chair & Stephen Strohl, Organizer

**Committee Members:** **Bathsheba Love***,* 2017-2019, Committee Chair

Library Circulation Services, Missouri Valley College

**Lisa Farrell,** Board Member, 2017 - 2018

**Eileen Condon**, Board Member (Current)

Dean of University Libraries, Webster University

**Bradley Kuykendall**, 2018-2020

​ Reference Librarian, Lincoln University

**Clara Fehrenbach**, 2017-2019

Interlibrary Loan and Reserves Librarian, Washington University

**Shelly McDavid**, 2017-2018 (Only served half a term)

Head, Access Services, Missouri University of Science and Technology

**Donna Monnig,** 2018-2020

​Library Services Specialist, Moberly Area Community College

​**Robert Powers**, 2018-2020

Access and Learning Services Librarian, Rockhurst University

**Lisa Young**, 2017-2019

Access Services Director, Lindenwood University

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

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

**This annual report covers tasks and activities undertaken during the period July 1, 2018 through May 31, 2019.**

**July 25, 2018**

**1:30 pm–2:39 pm**

1. Introduction to Innovative’s Idea Lab:
   1. III Web site; new way of proposing ideas and software development

ideas. Committee to consider what we want and engage with Innovative on.

1. Sierra 4.0 feature – Automatic Renewals
   1. This feature can be turned on by the individual library and is not an all-or-nothing decision for the entire cluster/server. Also, can be limited to the library’s patron types (P Types).
2. Preparing a 2018 courier survey for fall 2018 was discussed.

Meeting adjourned at 2:39 pm.

**September 25, 2018, 9:00 am**

**September 26, 2018, 2:00 pm**

1. Each meeting was conducted the same and the members discussed and and reviewed the courier survey results.
2. 92% of survey respondents were content with the delivery service. We read all the comments on the courier questions and concerns. A few suggestions were said about the Label Maker.
3. MOBIUS will follow up with the individual libraries on specific issues.

Meeting adjourned—lasted about an hour.

**January 29, 2019**

**10:00 am–11:00 am**

1. Sierra 4.2 Release Date
   1. Release notes were shared with the community.
2. MOBIUS Label Maker Problems and Discussion
   1. Libraries can consider changing their print names from the system they have been using to either the OCLC symbol or the STAT delivery stop—but preferably all one or the other.
   2. Wrong labels printed and items going to the incorrect libraries
      1. Idea to have a link off of the Label Maker that would give more information on specific issues including any unique instructions.
3. Bags not being used by Colorado Alliance
   1. Steve Strohl stated it was part of their process upon joining MOBIUS and we would “accept” each other as we were, but Steve Strohl would ask Colorado Alliance to please use our bags if they have them on hand to send materials back to MOBIUS member libraries.
4. New Addition To MOBIUS
   1. Central Arkansas Library System as a standalone INN-Reach member
   2. Little Rock Public and Branches- are speaking with a local courier, Little Rock Courier, about connecting to our courier network, ideally in Tulsa.
   3. St. Louis County as a standalone INN-Reach member

Meeting adjourned at 11:00 am.

**April 23, 2019**

**10:00 am–11:07 am**

1. Sierra
   1. Release Date—4.3 release note are available
   2. The migration to Amazon Web Services (AWS) is complete
2. Pick- Up Anywhere issue
   1. Libraries not using the correct band or color, or not being processed correctly.
   2. The group agreed to keep an eye on this and if additional training and/or documentation on what the right workflow should be is needed we would come back to this issue.
3. Circulation and Workflow Issues
   1. How do you check-out material when the barcode does not work for your circulation system?
      1. The group talked this issue how to work with a barcode that has both numbers and letters in it. For example, entering in “.b<space>barcode” should work.
4. University of Central Missouri timeline and update for leaving MOBIUS
   1. The MOBIUS Consortium Office will continue to monitor and inform the membership on how many materials are outstanding to University of Central Missouri, Avalon, and across MOBIUS.
   2. University of Central Missouri will be completely separated from MOBIUS on July 1, 2019.
   3. The MOBIUS Consortium Office will do the work to back University of Central Missouri out in a logical, deliberate manner that will not impact the membership, especially the other AVALON libraries.
5. Courier updates
   1. St. Louis County Library system is now part of our courier network
   2. MALA courier integration and update
   3. The MOBIUS Consortium Office is working with Kansas and Arkansas for a courier that would work best for everyone.

Meeting adjourned at 11:07 am.

**Date of last meeting:** April 23, 2019

**Recommendations to Board of Directors:**

* New Committee member to fill the vacancy
* Review additional circulation parameters
* Conduct courier survey each year

**Action Items Completed:**

* Conducted the 2018 courier survey
* Created the Editing and Updating the MOBIUS Label Maker document, which offers detailed information on how library information is formatted in the Label Maker and instructions for requesting changes.

**Action Items In-progress/Pending:**

* Nothing at this time