

# Minutes of the MOBIUS Circulation and Courier Committee

December 15, 2021, 9:30 am Central time.

Meeting held online

Members Present

* **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
* **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

Members Absent

* **Crystal Rhodes, 2020-2022**  
  Public Services Librarian, Crowder College
* **Donna Bacon, Ex-Officio**  
  Executive Director, MOBIUS

Guests or Proxies Present

* N/A

Meeting Minutes

1. Call to order and introductions
   1. Made by Sarah Brown at 9:33 am
2. Adoption of the agenda
   1. Sarah Brown asked for the adoption of the agenda. The call to adopt the agenda was made by Lisa Young, and it was seconded by Phyllis Holzenberg. Without objection.
3. Information Items

Sarah Brown asked Steve Strohl to provide a brief update on the following:

* 1. The status of the existing ILS-RFP Committee. Steve mentioned that questions were received from four vendors and responses were being worked on by the committee and that they would be posted back to the vendors on Friday, the 17th. After that, the vendor would be working on their individual responses and those would be due back to MOBIUS in the new year.
  2. Steve mentioned that MOBIUS is now out of adhesive labels at MOBIUS HQ and that a solicitation would go out early in the new year for a new order.
  3. Steve mentioned that MOBIUS HQ has plenty of bags on hand at MOBIUS HQ so if a library is running short on bags, we can send some their way.

1. Unfinished Business
   1. Previous courier surveys will go out to the committee in advance of our next meeting so we can discuss finalizing a new courier survey that should go out in the spring of ‘22.
   2. Steve will send out link to previous surveys before the next meeting so we can start discussing them before the next meeting (which is TBD at this point).
2. New Business
   1. The committee (Lisa Farrell, Lisa Young, Samantha Setzer, Sarah Franka-Jones, and Phyllis Holzenberg) discussed PUA (pick up anywhere) salmon colored book bands and using a new print template going forward. Specifically, the committee wanted to know if certain fields in the label output could be emphasized to help identify the uniqueness of a PUA item. Ultimately. if we can print the name of the pickup location on the label (on any kind of label – traditional or adhesive), do we need colored bands any longer since we can’t “mandate” them, regardless? This is more of a procedure issue than a policy since libraries can choose to do what they want but we could “encourage” them to make some updates and changes to their print templates (MOBIUS can assist, of course).

Example #1:

Graphical user interface

Description automatically generated with medium confidence

Example #2:

Table

Description automatically generated

Here we have just two examples. Steve will work with Scott to see if we can’t provide more examples of what a potential new PUA template can look like but, in the meantime, let me know what you think and we can go from there.

Many libraries only get a few PUA’s per year. Steve will work with the Help Desk to see if we can gather any statistics on the number of PUA’s we have throughout the year.

* 1. Samantha Setzer: Colorado/Prospector libraries typically remove the green band/sticker and then send the books to the wrong libraries because they removed the green band that tells them where to send it.
  2. Samantha Setzer: Can we encourage Colorado/Prospector to use our bags more often?

Steve mentioned that Colorado / CLiC has always used rubber bands (and not bags) to secure the materials they ship back and forth and when MOBIUS and CLiC established a relationship both parties agreed to accept each other’s way of processing materials. While MOBIUS encourages the reuse of our bags, more often than not they come back separately from materials put into transit. MOBIUS will ask our Colorado colleagues to make sure labels are secured

* 1. Open discussion.

1. Adjourn Meeting – next meeting has been set! It is now Monday, January 24th at 10 am. That Zoom info is below:

MOBIUS is inviting you to a scheduled Zoom meeting.

Topic: Circulation-Courier Committee Meeting.

Time: **Jan 24, 2022 @ 10:00 AM Central Time** (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/85881517608?pwd=ODZNeTIzbkFieDRLVkJ4azFqMEhCQT09

Meeting ID: 858 8151 7608

Passcode: 194749

One tap mobile

+13017158592,,85881517608#,,,,\*194749# US (Washington DC)

+13126266799,,85881517608#,,,,\*194749# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 858 8151 7608

Passcode: 194749

Find your local number: https://us02web.zoom.us/u/kdFz8yhGWU