**Report of the MOBIUS Circulation & Courier Committee**

June 14, 2024

Submitted by: Andrew Stout, Committee Chair, and Steve Strohl, MOBIUS organizer

This annual report covers tasks and activities undertaken during the period of August 8, 2023 through May 14, 2024

Date of last meeting: May 14, 2024

Date of next meeting: TBD

SUMMARY OF ACTIVITIES

Recommendations to the Board of Directors:

* Continue supporting the Committee in its efforts to facilitate communication and training across the membership and suggest improvements on circulation and courier matters.
* Appoint a new Vice Chair/Chair Elect for leadership continuity, and fill any additional vacancies on the committee as needed.

Action items completed:

* Created, distributed, and discussed the results of the spring 2024 courier survey, which received 63 responses. Overall, members were satisfied with the courier service: 75.4% of respondents reported being very satisfied with the courier, 20% indicated that they are somewhat satisfied, and 4.6% were neutral.
* Implemented the decision to replace the $120.00 maximum replacement fee with a new policy of charging replacement cost for lost/damaged items. This involved research into policies for replacement costs in other library consortia and crafting specific language for the new policy.
* Received regular updates on progress of upcoming FOLIO and OpenRS migration.

Action items in progress/pending:

* Assist in whatever way possible with the implementation of new circulation procedures for OpenRS.
* Creation of a basic description of courier routes and connecting points for the “Courier” page of the MOBIUS website.
* Update the Adhesive Item Label Webinar once OpenRS is up and running.
* Plan an informational session & recorded webinar on basic courier related services (how/when to contact MCO, how to report days closed, info on routes, etc.)

Questions and issues for the Board/larger group:

* With the transition from INN-Reach to OpenRS, it will be important to address issues surrounding circulation procedures. These issues include the use of book bands/labels and the specific information provided on lending requests.

Other notes:

* With the completion of the spring 2024 courier survey, the next iteration of the committee will want to consider the best timeframe for conducting the next circulation survey.