



Courier/ILL Newsletter | February 12, 2020

UPCOMING MALA/Courier Holidays

(No courier service)

President's Day

Monday, Feb. 17, 2020

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MALA Update

Online Courier Meetings in 2020

Please see the schedule below for our 2020 quarterly Courier meetings. Online meetings use the Zoom meeting platform. Directors, ILL staff, and other interested parties are welcome and invited. Zoom offers computer audio, phone audio, video, and chat. I strongly encourage attendees to have a functioning webcam and microphone on your computer to participate in these meetings. Webcams are very inexpensive, and our meetings are much more interactive when we can see each other's faces. Our next quarterly meeting is Friday, March 6, at 10:00 am. The meetings are always under one hour in length.

Zoom Meeting Link March 6:

<https://zoom.us/j/231334243>

The remaining meetings for 2020 will be:

Friday, May 29, 10:00 am

Friday, September 18, 10:00 am

Friday, December 4, 10:00 am

Scheduled closings in 2020

Please use this [online form](#) to upload all of your scheduled library closings. Fewer than half of you have done so, and this is very important information for our courier service. Please do so this week if you haven't already filled out your library closings for 2020. Thank you.

Supplies

Please use the online [Courier Delivery Service Issues/Supplies Request](#) form to ask for more courier bags or totes. We generally send out 25 bags at a time, and no more than 4 totes at a time.

At most libraries, we request that the driver leave library tote bins in place as IN and OUT "hoppers." We don't want the driver taking your totes out of the library. He should bring materials in from his vehicle with his own bins or boxes, and put them in library IN tote; likewise, he should remove materials from the OUT tote for pickup, using his own containers. On some occasions, you might pre-pack a box or tote for the driver to take as is, but in general, totes shouldn't be leaving the library without cycling back to you at some point. This doesn't apply to high volume Evergreen libraries who have worked out other procedures with their drivers.

We depend on our libraries to let us know about heavy volume and problems with completely clearing outgoing items. If your driver complains that they aren't able to fit all your materials into their vehicle, please understand that they may have a route that includes

**Your February
Courier Stats are
due March 5**

several other delivery stops besides the library, and that they must reserve room in their vehicle. If you consistently hear from your driver that they are overloaded, let us know at MALA and take some photographs so we can gauge your delivery volume better. Arranging for more delivery stops per week is an option for some libraries, and is mandatory in the event of volume spikes due to Evergreen participation.

MALA Professional Development Training 2.020

Motivating People: Higher Morale, Higher Performance and Lasting Improvement

This 60-minute webinar presented by Lauren Hays will give examples of how motivational theories apply to staff training, meetings, on-boarding, and in the day-to-day interactions managers have with their employees.

Wednesday, February 19, 2020

2:00 to 3:00 PM

Webinar

Registration deadline February 14

[Register here](#)

Child & Youth Development: Learn to Create Age-Appropriate Programs

This interactive three-hour workshop with Anna Foote and Centi Clogston will provide you with top-notch resources for developing child and youth programs. This workshop will give you a fresh perspective on how to provide exciting, relevant programs to your community's youth.

Wednesday, March 11, 2020

9:00 AM to 12:00 PM

Olathe Indian Creek Library - 16100 W 135th Street, Olathe, KS 66062

Save with Early-bird registration by Feb. 28.

Workshop registration deadline March 6

[Register here](#)

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This service is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.



**Missouri Secretary of State
State Library**