



Courier/ILL Newsletter | October 30, 2024

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MALA Updates

Your Upcoming Holiday Closures through November

Please make sure that you have reported of all of your Holidays Closures through December. Use the form on the website located [here](#).

- **MALA is not closed on Veterans Day** (11/11) but many libraries are, and we would like to notify your courier in plenty of time.
- MALA will be closed for Thanksgiving Day and Friday (11/28 & 29). There will be no deliveries on those days.

Reporting Missed Deliveries

PLEASE make sure that you report missed deliveries on our Delivery Services Issues form online, located [here](#). Do not call the MALA office or email specific staff members. The online form is designed so that all staff members have access to it whether in the office or not. By reporting missed deliveries immediately, we are better able to inform Henry and make arrangements for a make-up delivery for your library.

Supplies Requests

MALA has courier bags and plastic totes that libraries can request when they are low on courier shipping materials. Requests should be made via our [Courier Delivery Service Issues/Request Supplies](#) report form—simply select “Supplies Request” from the drop-down menu under “Courier Issue” and then specify in the comments the type(s) of supplies you need (bags or totes).

Please put in your requests before you run out of supplies—it can take up to two weeks for a supplies request to arrive at your library depending on your number of days of service.

After you put in your request via the form, staff at MALA will prepare your supplies to be sent out. This step usually happens the day of your request, but if it comes in later in the afternoon, it might delay this step a day. From there, a MALA driver will deliver the supplies to the Henry warehouse in Kansas City where they will be sorted. In some instances, those materials will be shipped to another warehouse, sorted again, and only then delivered to requesting library.

If a week has passed since you put in a request and you haven't yet received your supplies, feel free to reach back out to MALA. We can have the warehouses checked to ensure that your items are still en-route.

October Stats are
due by Nov. 5

November Meet and Greet Courier Meeting

Join Katrina High for the monthly Meet & Greet. Meet new librarians, share information and learn what's going on around the state.

Topic: Meet and Greet

Time: Wednesday, November 13, 2024 at 2:30 PM

Join Zoom Meeting

[https://us06web.zoom.us/j/84300066370?](https://us06web.zoom.us/j/84300066370?pwd=WG0zUnd5aU1NWWNGQkVzSUZlZWVvZz09)

[pwd=WG0zUnd5aU1NWWNGQkVzSUZlZWVvZz09](https://us06web.zoom.us/j/84300066370?pwd=WG0zUnd5aU1NWWNGQkVzSUZlZWVvZz09)

Meeting ID: 843 0006 6370

Passcode: 164610

Upcoming MALAPro Webinars

Network. Learn. Grow.

Creating a More Compassionate Workspace

Regina Townsend Youth Services Manager, South Holland Public Library, Illinois

Thursday, November 21st at 10 a.m.

The last few years have taken an emotional toll on many library staff, particularly front-line workers. We have seen a lot of innovation and flexibility in the accommodations libraries are making to support patrons during these changing, and often difficult times, but sometimes the staff themselves feel left behind. Hear about examples of how policies can be adapted to better accommodate the mental well-being of staff and how to advocate for change, tips for supporting your teams and colleagues in the day-to-day, as well as individual strategies.

[Register here](#)

December 2024 Readers' Advisory

Lucy Donnelly, Readers' Services Specialist at Kansas City Public Library and Gregg Winsor, Johnson County Public Library

Wednesday, December 4th at 10 a.m.

Free for MALAPro members!

Non-members \$20

Topic TBA

[Register here](#)

MALAPro 2024-25 Membership

Network. Learn. Grow.

MALAPro is our annual membership program that houses all of MALA's online professional development opportunities. MALAPro offers you discounted rates to attend 20+ live webinars annually, as well as two FREE preselected networking webinars each year. Additionally, members have access to past webinars for free through MALAPro's Niche Academy library.

[Purchase your Membership here](#)

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