# Annual Report of the MOBIUS Digitization Committee

May 31, 2022

Submitted by: Debra Loguda-Summers, Emily Jaycox

**This Annual Report covers tasks and activities undertaken during the period June 1, 2021 through May 31, 2022 and provides an overview of scheduled activities for the period June 1, 2022 through April 2023.**

[The number of items and depth of detail depends on the nature of the group and the issues being addressed. In general, it is a good idea to keep points of information short for easy review, with additional information available through a group contact. Omit any section that does not apply.]

**Date of last meeting:** (26 May 2022)

**Date of next meeting:** (day month year)

Summer-Fall 2021: Met several times to become familiar with the project, the new members joining the committee and Adrienne Detwiler (staff contact on the Vital system following Stephanie Ruhe’s departure from MOBIUS). Researched and articulated standards and requirements for vendors who would be invited to bid on digitization outsourcing. Provided contacts for potential vendors.

November 2021: Submitted a Letter of Intent to the Missouri State Library, regarding intent to apply for a grant in 2022 on behalf of nine MOBIUS libraries who had requested assistance with outsourced digitization.

January 2022: Requested an extension of the Feb 15 grant deadline after extremely belated (late January) green light to submit full application. Extension was not granted. Meanwhile, vendors did not submit bids and only a few Year 1 mentors were available to continue the mentoring program.

February 15 2022: Considerably revised grant application was submitted to the State Library. NEDCC to supply study guides, conduct self-evaluations and lead topical discussions with Year 2 participants and Digitization Committee, but without a one-to-one mentoring program. Another component of grant initially covered data services from Innovative for file uploading.

April 2022: Missouri State Library awarded grant. MOBIUS requested a change in scope: Lacking vendor bids or any outsourced digitized files to be uploaded, the data services portion of the grant was reconceived as a metadata project to secure more accurate page counts for soliciting future vendor quotes, as well as to streamline uploading to Vital when vendor files are eventually received.

State Library staff met with grant working group (Debra Loguda-Summers, Emily Jaycox, Adrienne Detweiler, Donna Bacon) to go over revised grant scope. Revised grant was awarded and accepted.

May 2022: Training consultant Eli Boyne from NEDCC and the libraries participating in the MOBIUS Digitization Year 2 grant met to discuss what the plans were and what was expected from the libraries for this phase of the grant project. Eli gave a presentation of the NEDCC’s role in helping guide the nine libraries and committee, such as metadata standards, covering policies for online publishing of yearbooks and photos, etc.

### Recommendations to Board of Directors:

* (item)
* (item)

### Action Items Completed:

* Developed project standards for potential digitization outsourcing vendors
* Identified potential digitization vendors
* Successfully applied for Year 2 grant from the Missouri State Library
* Identified libraries in Year 2 cohort who need metadata assistance from grant-funded project assistants.

### Action Items In-progress/Pending:

* June: Finalize list of libraries needing metadata assistance; Hire grant funded summer project assistants; Provide metadata template and training session for project assistants
* July 15: First interim grant report due
* Fall: Use completed metadata and 2021 parameters to solicit bids from digitization vendors
* November: Second interim grant report due. Submit letter of intent for Year 3
* February: Submit Year 2 grant application
* March: Submit final Year 2 grant report. Await notification about Year 3.

### Announcements:

* (item)
* (item)
* (item)

### Questions for the board/larger group:

* (item)
* (item)
* (item)

### Other Notes:

* (item)
* (item)
* (item)