Submitted by Emily Jaycox, Chair

**This annual report covers tasks and activities undertaken between October 2019 through 27 May 2020 and provides an overview of scheduled activities for the period June 1, 2020 through May 31, 2021.**

The MOBIUS Digitization Committee, formerly the Task Force for Digitization and Institutional Repository, is a new standing committee given the following charge:

*Working in conjunction with MOBIUS staff, this committee will be responsible for monitoring and researching current digitization and institutional repository (IR) software trends and related product offerings.  This committee will identify and apply for any appropriate grants. This committee will engage the membership and make recommendations benefiting the MOBIUS membership regarding product enhancements & service improvements.  This committee will be responsible for making formal recommendations to the MOBIUS Board for final consideration.*

Members: Emily Jaycox (Missouri Historical Society), Chair; Edward Walton (Southwest Baptist University), Board Representative; Felicity Dykas (University of Missouri – Columbia), Davina Harrison (Missouri Botanical Garden), Debra Loguda-Summers (A.T. Still University), Jessica Vest (Northwest Missouri State University), Rachel Wallenbeck (Southwest Baptist University), members; Stephanie Ruhe, MOBIUS Organizer; Donna Bacon, Ex Officio Executive Director, MOBIUS.

**Date of last meeting:** Feb 19, 2020

**Date of next meeting:** TBD June 2020

**Recommendations to Board of Directors: None**

**Action Items Completed:**

* The committee resurveyed the libraries that had expressed interest in adopting Vital. The MOBIUS office secured commitments from 27 libraries.
* The committee did a follow up survey with libraries that plan to migrate data from other content management systems, to get more specifics on their file storage needs at the outset.
* Donna Bacon and Emily Jaycox visited Robin Westphal, Missouri State Librarian and her staff on 29 January to explore funding possibilities. Robin invited MOBIUS to apply for a grant in the next digitization grant cycle, due March 2.
* Emily and the MOBIUS office submitted the application to the Missouri State Library. Their proposal included funding for first year software and data migration costs, as well as working with training consultants to help structure a mentoring program between MOBIUS libraries new to digitization and experienced digitizers from MissouriHub libraries.
* On 26 May, MOBIUS received notice that the grant had been awarded.

**Action Items In-progress/Pending:**

* MOBIUS staff will attend a training session for grant awardees on 28 May, 2020.