# Agenda of the MOBIUS FOLIO and OpenRS Enhancements Committee

Wednesday, June 25, 2025 at 11:00 am

Online, via Zoom (see below for how to connect)

1. Welcome
   1. Planned Absences: Franny Behrman, Rebecca Brown-Gregory
   2. Planned Guests: N/A
   3. Katie Rahman will draft today’s meeting minutes
   4. Roll call was performed by Vivian Gould.
      1. Additional absences: Kim Kietzman, Catherine Price, Donna Bacon
2. Review and corrections to June 11, 2025 meeting minutes (notetaker-Andrew Stout)
   1. <https://docs.google.com/document/d/1CBy43tK5zHKYWOWKu0En26qYQwNRE_rc/edit?usp=sharing&ouid=114884577033227162261&rtpof=true&sd=true>
   2. No changes or additions made to minutes. Stephanie S. mentioned that she may have to change the sharing properties of this document, so members can comment instead of editing the document.
   3. Before the next meeting, members should review the June 11 meeting minutes and add comments about changes. These comments will be reviewed by editors.
3. Subcommittee Reports
   1. Acquisitions/Serials - single enhancement request (row 21) has been ranked
      1. Stephanie S. is unsure of the next step in the process. However, because it has a ranking of “2-Medium”, no action needs to be taken at this point. Enhancement requests with a ranking “1 – High” should be worked on first.
      2. Stephanie S. asked the committee if they have any comments regarding the next steps for this request. Vivian mentioned that we should work on a workflow document. In the Google drive folder, there is a visual representation of the process, which is a first step, and we can build upon it: <https://docs.google.com/document/d/1b8LAjpCx4U8Ba3Wl31z8ggOISanjrRN6/edit?usp=drive_link&ouid=107718797089278070935&rtpof=true&sd=true> Stephanie S. will collaborate with Vivian to create a Google workflow document that members can provide comments.
   2. e-Resource Management - three enhancement requests (row 27, 44, 45) under review
   3. Stephanie S. is a member of both Acquisitions/Serials and e-Resource Management subcommittees. She received no feedback from any other subcommittees, and no members provided any reports during the meeting.
   4. Andrew said members of the Circulation and OpenRS subcommittees should hear from him next week.
   5. Stephanie S. and Vivian will also soon get in touch with their subcommittees as well. Stephanie S. will contact members of System Admin, and Vivian will contact Cataloging and Discovery. Steve will contact User Management.
4. Continuing Business
5. Google Folder documents - [Enhancements Committee](https://drive.google.com/drive/folders/1h9kiforWMwpWm8j0R93UHMxPVmlbo2jN?usp=sharing)
   1. All committee documents are listed here including video links, agendas, meeting minutes, the Enhancement Request Google form, and spreadsheet based on the form. Soon, there will be a process document. Visual representation of the process, list of subcommittees and members, and subject matter expert documents are also found in this folder.
6. Outstanding Enhancements Prioritization <https://docs.google.com/spreadsheets/d/1TZcs2CX6DdrY8gvAvqrpHQtcY0XM7E2uJAJu34DYu-U/edit?usp=sharing>
   1. As Subcommittees meet and finalize prioritization of assigned requests, add priority level ranking, review date, and any notes to spreadsheet
   2. Deadline (agreed upon in June 11 meeting) is August 27.
7. Continue discussion of how the committee should keep MOBIUS membership informed of the number of Enhancement requests in process and their statuses and solicit feedback. This was discussed during the last meeting.
   1. MOBIUS Help Desk Update

* Stephanie S. offered to write an update to be included in the June 27 Help Desk update. (Adrienne is on vacation, so the next update will be July 11).
* Stephanie S. stated that the Enhancement Committee Help Desk update probably does not need to be every month. Maybe, once a month? First Friday of the month?
* Vivian noted that part of the weekly Help Desk update ride week to week, so she doesn’t see why we couldn’t include an update every week. It depends, however, on what is included in the update: list of enhancements (every week) versus committee progress (once a month).
* Stephanie S. mentioned that it should be brief. For example, it should not include a list of enhancements and their priorities.
* Jennifer pointed out in the chat that the problem with “state of committee updates” would be generally lost for people not on the committee.
* The committee agreed to not include Enhancement Committee updates in the weekly MOBIUS Help Desk update.
  1. MOBIUS Open Forum and Quarterly Report
     + - In response to Jennifer’s concerns, Vivian suggested creating a quarterly report that is sent out to the MOBIUS community via discussion lists (suggestions: MOBIUS Users, FOLIO Coordinators, MOBIUS Directors) instead of the Help Desk update. These quarterly reports could be used to create the annual report. Stephanie S. agreed.
       - Jennifer supported this suggestion if back issues of quarterly reports are saved in one place, such as the Enhancement Committee page.
       - The committee agreed to quarterly reports, and the Enhancement Committee will present the findings of the quarterly report in a focused MOBIUS session.
       - Vivian suggested that the first quarterly report should be around October 1. Therefore, the Enhancement Committee will present during the October 9 focused session.
       - The quarterly report will be emailed to discussion lists and posted to the Enhancements Committee page.

1. Draft and provide standardized wording that MOBIUS Help Desk staff can include in responses to tickets that they deem would need to be submitted as enhancement requests in order to resolve them.
   1. “After reviewing your request, the MOBIUS Help Desk staff has determined that the feature requested is not available in our current environments. Therefore, this qualifies as a [FOLIO; OpenRS; Locate] enhancement request. You can resubmit your request using the MOBIUS FOLIO and OpenRS Enhancement Committees’ enhancement request form here - <https://docs.google.com/forms/d/e/1FAIpQLSe5QvlKZGtn3SJB8BIw-YNJNe5O-TocF8t2PhQUcDUYLluMBA/viewform?usp=dialog>. Your institution’s site coordinator can assist you with completing the form if needed. Once submitted, your request will be reviewed and managed by the Enhancements Committee. [I will close this ticket.]”
   2. Vivian/Steve once the response above is sent by MOBIUS Help Desk staff, would this allow the MOBIUS ticket to be closed, thus leaving the onus on the original submitter to submit the enhancement request? (Stephanie S.) Vivian mentioned that this was the plan.
2. Continue preparation of the request form - <https://docs.google.com/forms/d/12yVoK-VZUo99FM1d8Cwhquoit3WPiybQgJ04QmuFm4E/preview>
   1. Plan is to soft launch it to site coordinators once we have added MOBIUS branding.
   2. Vivian mentioned that the way MOBIUS handles IT internal items is currently being changed. Because it is an official MOBIUS form, it will be posted on the MOBIUS website and will need to be reviewed by IT. IT will reach out to Stephanie S., Andrew, Vivian, or Steve if they have questions.
3. New Business
   1. Two new enhancement requests added to Form’s spreadsheet since last meeting. Stephanie S. assigned Subcommittees - Andrew confirmed.
   2. Steven Strohl is emailing Stephanie S. and Andrew when the requests come in. Stephanie S. has been adding them to the spreadsheet. Because of the communication method, some fields may be missing.
   3. FOLIO Data Import SIG meeting The meeting will be held from 12-1 pm Wednesday, June 25. If you want to attend, here is the meeting link: <https://openlibraryfoundation.zoom.us/j/89002538012?pwd%3DVWFuK1Mwc0hvWjhlQ0ZGNE1Wa3VJUT09> Passcode = folio-lsp
4. Informational Updates
   1. Stephanie S. mentioned that some enhancement requests may have been resolved with Ramons or at least the development stage has started. You may want to check this when reviewing your subcommittee enhancement requests.
   2. Katie mentioned that MARC validation has caused issues with local fields.
   3. Ramsons testing in the dry run environment is through June 27.
   4. Stephanie S. will be leaving Missouri Western because she has accepted a position at Truman State University.
5. Action Items
   1. Add MCO branding to Google form; and send form to MOBIUS IT for their work
   2. Subcommittees begin ranking the assigned enhancement requests
   3. Begin documenting the process for enhancement requests
   4. Draft instructions for creating a JIRA account
6. Next Meeting
   1. July 9 at 11:00 am

**FOLIO & OpenRS Enhancement Committee**

**Stephanie Spratt, 2025-2027, Chair**   
Assistant Director for Technical Services, Missouri Western State University

**Andrew Stout, 2025-2028, Vice-Chair**   
Access Services Librarian, University of Missouri-St. Louis

**Kim Kietzman, Board Representative**  
Director, Altoona Public Library

**Samantha Perkins, Board Representative**  
Library Director, Missouri Valley College

**Kirsten Abotsi, 2025-2028**   
Lead Librarian, Library Systems, St. Louis Community College

**Frances Behrman, 2025-2027**   
Access Services Librarian, Kenrick-Glennon Seminary

**Rebecca Brown-Gregory, 2025-2028**   
Technical Services Librarian, St. Louis Art Museum

**Stephanie Chinn, 2025-2028**   
Systems Librarian, Saint Louis University

**Donna Church, 2025-2028**   
E-Resources Librarian, Missouri Baptist University

**Jacob Dudley, 2025-2027**   
Head of Access Services, Northwest Missouri State University

**Seth Huber, 2025-2028**   
Technical Services Librarian/Head of Cataloging, University of Missouri - Columbia

**Jennifer Parsons, 2025-2028**   
Assistant Director & Access Services Librarian, Central Methodist University

**Catherine Price, 2025-2027**   
Content Services Librarian, Rockhurst University

**Kathleen Rahman, 2025-2027**   
Systems Librarian, University of Missouri - Columbia

**Rachel Utrecht, 2025-2027**   
Technical Services Librarian, William Woods University

**Vivian Gould, MOBIUS Organizer**   
Systems Librarian, MOBIUS

**Steve Strohl, MOBIUS Organizer**   
Associate Director, Member Services, MOBIUS

**Donna Bacon, Ex-Officio**   
Executive Director, MOBIUS

Zoom Meeting Details

Topic: Enhancements Committee Meeting

Time: June 25, 2025 11:00 AM Central Time (US and Canada)

Every 2 weeks on Wed, 79 occurrence(s)

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: <https://us02web.zoom.us/meeting/tZMvcuusrT0oEtbMgEYI4DFZ-pk_rcItwxW1/ics?icsToken=DLkW7lU2bV9AT5E3ZAAALAAAAIxJC2YSOy0gcjEj0S4bqYGH7yL1vecm9Mw336QTdzNO5oPEnYVECOaGW-UT8td5dxjn2wcCVTXpwOXs9DAwMDAwMQ&meetingMasterEventId=4c-xNkdET4yL5ztt9ixBTw>

Join Zoom Meeting

https://us02web.zoom.us/j/87252436282?pwd=Z27NWf42CwuyLWwKAQaezbEax5gSku.1

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Passcode: mobius

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• +1 305 224 1968 US

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

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