

Submitted by: Tammy Ellison

**This report covers tasks and activities undertaken during the period September 1, 2010 through December 3, 2010 and provides an overview of scheduled activities for the period of December 2010 through February 2011.**

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**Date of last meeting:** Webinar meeting August 12, 2010

**Date of next meeting:** Webinar meeting February 2011

**Action Items Completed:**

- 2011 MOBIUS Conference Keynote Speaker selection. Meredith Farkas from Norwich University in Vermont is the next keynote speaker in June 2011. Thank you to all those involved.

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

- Call for Proposal and Share Fair e-mail is currently at the MOBIUS office waiting to go out when conference website is up around December 15, 2010. Look for both coming out soon.

**Announcements:**

- Next MACPAC meeting in February will go over conference workshop selection and scheduling.

## MOBIUS Advisory Group Policy

Created: 8 Jan 2009

Adopted by MOBIUS Executive Group: 1 May 2009

Revised: 7 Dec 2010

Replaces: Advisory Group Appointment Schedule (Rev/ 2 Mar 07)  
MOBIUS Advisory Group Charges Policy (18 Nov 05)(partially)

### **Purpose of the Policy**

This policy outlines the role of advisory groups as standing groups in the operation of the MOBIUS consortium; identifies categories of membership; outlines advisory group member responsibilities; and delineates practices for effective group operations.

### **Role of Advisory Groups**

The primary role of advisory groups is to gather input from the membership and make recommendations for the improvement of the operation of the consortium and its systems and services. The MOBIUS Board of Directors has responsibility for creating and charging all advisory groups. Policies made by advisory groups must be submitted and approved by the Board of Directors before taking effect. The Board of Directors, in consultation with the MOBIUS Executive Director, must act on all group policy recommendations in a timely manner by one of the following actions: approval, rejection or request for amendment. All standards, procedures, and best practices, including revisions, will be submitted to the MOBIUS Executive Director for approval.

### **Membership**

Membership in MOBIUS brings together institutions of all sizes with the goal of improving access to information by collecting, developing, and sharing resources in a collaborative environment for the benefit of Missouri's citizens. Members of advisory groups play an important role in the relationship between the operation of the consortium and its membership.

Each MOBIUS cluster and each member library not in a cluster is allocated one member representative for each Advisory Group.

**Terms of Membership:** Advisory group appointees serve a term of 1 year. All terms begin on July 1<sup>st</sup>. Any individual may be selected to serve an unlimited number of consecutive terms as member. Proxies may be designated by the member representative by informing the Chair of the Advisory Group by written notification.

**Selection of Advisory Group Members:** Every year new member representatives are selected for every advisory group. The following process will be followed for the selection of advisory group member representatives.

- Any qualified person from a MOBIUS member institution may serve on a MOBIUS advisory group
- Candidates should meet the qualifications identified on the appropriate group charge
- Each cluster or non-cluster institution operating their own server determines the person serving as their representative on advisory groups
- Names should be submitted by the chair of the cluster site coordinators committee to the MOBIUS Executive Director as directed by May 15<sup>th</sup>
- Candidates are responsible for acquiring any necessary permission from their employing institutions prior to submitting their names for selection



- If more than one person is interested in the position, the cluster site coordinators, with the advice from the cluster library directors, determines who is selected to serve
- Terms of appointment begin on July 1
- Vacancies in member positions occurring during the year will be filled immediately by the cluster or institution

**Membership Restrictions:** Membership on an advisory group may be restricted to users of a specific service or product when the advisory group deals solely with the operation of the service or product.

**Member Responsibilities:**

1. Identify problems, changes, enhancements, etc. in the area of group charge
2. Perform the tasks and activities as needed or requested to make effective recommendations for improvement of consortium operations
3. Attend and be prepared for all group meetings
4. Solicit input from constituent libraries on group issues
5. Acquire knowledge required to make effective decisions and recommendations
6. Engage in group activities and communication at a level of professionalism that reflects positively on both MOBIUS and your home library
7. Communicate effectively with your constituents
8. Each group member has one vote

**Group Operations**

The following guidelines are intended to promote group effectiveness and continuity.

**Group Meetings:** All group meetings are open to anyone interested in attending. Groups may meet in person with the meeting site determined by the group chair; groups may also meet via conference call, videoconferencing, etc. In all cases, notifications and minutes of all meetings, conducted in person or electronically, must be posted on the MOBIUS web site.

**Group Discussion Lists:** Group discussion lists are considered to be a means for group members to communicate regarding work in progress and, as such, are open only to current group members.

**Selection of Group Chair:** A chair is selected by consensus of the group members as soon as possible after July 1<sup>st</sup> of each year and may be selected electronically. If consensus is not possible, a majority vote of the group members determines the chair. The newly elected group chair must notify the MOBIUS Executive Director in writing (email) as soon as possible as to the outcome of the election.

**Responsibilities of Group Chair:**

1. Prepare and distribute notification of all meetings and meeting agendas on the MOBIUS web calendar and on all appropriate lists in advance of scheduled meetings
2. Solicit input from other group members and the MOBIUS Consortium Office prior to preparation of meeting agendas
3. Conduct group meetings
4. Take meeting minutes, or request that they be taken, and submit to the MOBIUS Online Help Desk so they can be posted in a timely manner on the MOBIUS web site; minutes are available for viewing based on permissions established for the consortium web site.
5. Manage the development and distribution of appropriate meeting minutes, policies, and procedures following the templates established for these documents
6. Prepare periodic reports as requested by the chair of the MOBIUS Board of Directors and MOBIUS Executive Director

7. Prepare an annual report of the group's activities submitted to the President of the Board of Directors prior to the June Council meeting.
8. Use the templates that are available on the MOBIUS website under Advisory **Group Policies and Procedures** for all group agendas, reports, policies, procedures, and charges.

**Decision-making:** Groups should attempt to make decisions based on consensus. When that is not possible, the chair should call for a vote. A vote passes with a simple majority, but only when a quorum (half the members plus one) is present to vote. When there is a tie, the chair may function as tie-breaker. Groups may vote electronically.

**Working Group:** The chair of an advisory group may submit a request, either in writing or electronically, to the MOBIUS Executive Director to form a working group. A working group of an advisory group assigned to deal with an issue that is part of the advisory group's responsibilities. Working groups report to the chair of the advisory group.

A request to establish a working group should include the names of the chair and members; the working group's purpose, the proposed charge, and the timeframe and outcomes. A chair of a working group assumes the same responsibilities as a chair of an advisory group with the additional responsibility of communicating effectively with the chair of the parent group.

#### **Consortium Staff Liaison**

Each advisory group will have at least one MOBIUS staff member assigned as a liaison by the MOBIUS Executive Director. The staff liaison has the following responsibilities:

1. Acquire knowledge, as necessary, to identify issues, changes, enhancements, etc. in the area of the group charge
2. Remain current with the activities of the group
3. Attend and be prepared for group meetings
4. Solicit input from other MOBIUS staff on group issues
5. Engage in group activities and communication at a level of professionalism that reflects positively on both MOBIUS and its staff.
6. Facilitate communication between the group, the MOBIUS Executive Director, and other members of the consortium staff
7. Arrange for any necessary clerical support for group operations
8. Establish and manage group email lists
9. Organize and maintain the content of group information on the consortium web site, including any meeting minutes and policies and procedures developed by the group



## **Advisory Group Policy Discussion Points – 12/16/10 Membership Meeting**

In the process of making changes in wording to accommodate the not-for-profit terminology, the MOBIUS Board took the opportunity to make revisions in the Advisory Group Policy, based on eighteen months' experience. The various documents created by the Executive Committee in May of 2009 gave us the consistent documentation needed to move MOBIUS forward. And, as in any document, working with it over time highlights what works well and what works less well.

The changes made to the Advisory Group Policy are in the following areas:

- Replace *committee* with *group* everywhere it appears
- Require only group policy recommendations be approved by the MOBIUS Board; recommended procedures will be approved by the MOBIUS Executive Director
- Allow the clusters to select their group members rather than having them appointed by the Board
- Eliminating requirement for formal alternates as this has proved difficult and cumbersome
- Removing the distinction between group sub-groups and task forces, calling all such creations *working groups*
- Reminding the groups to use templates available on the MOBIUS website for all their agendas, minutes, reports, recommendations, and working group charges
- Eliminating requirement for group members to attend orientation at the annual meeting

Submitted by Shirley Baker, MOBIUS Board President  
12/07/10

## 1. Introduction

This is a Service Level Agreement between MOBIUS, a nonprofit corporation in the state of Missouri, and [member name]. For organizations which were members of MOBIUS prior to July 1, 2010, this document replaces the original *Memorandum of Understanding* or the *Cooperating Partner's Agreement*, and the *MOBIUS Service Policy Agreement* (dated February 26, 1999).

Service Provider:

MOBIUS  
111 East Broadway, Suite 220  
Columbia, MO 65203  
877-366-2487 Voice (Toll-free in Missouri) 541-264-7006 Fax

Member:

[Name]  
[Address]  
[phone number]

## 2. Scope

MOBIUS, a nonprofit corporation in the state of Missouri, licenses software products, negotiates contracts, and provides services on behalf of member libraries in support of efficient library operations and cost-effective sharing of library resources. The MOBIUS Board of Directors and the staff of the MOBIUS Consortium Office (MCO) are committed to delivering quality customer service and effective technological solutions in support of the organization's mission and goals. To ensure the best possible support, this Service Level Agreement outlines specific services, priorities, and responsibilities related to the provision of services and products included in MOBIUS membership fees and assessments.

This document is intended for use in conjunction with any additional and separate agreements that may exist between MOBIUS and the member library for specific services or products outside the scope of this document. MOBIUS members must consult with the MOBIUS Executive Director when acquiring or licensing products which MOBIUS will be asked to host or manage or for which MOBIUS will be asked to provide data output.

The examples given in this document are intended to provide clarity but are not necessarily all-inclusive or comprehensive.

This Service Level Agreement is subject to modifications in response to changes in technology and accompanying changes to service and support needs. Any changes to this agreement must receive approval from the MOBIUS Board of Directors prior to implementation. Members will receive notification of any changes within sixty days of approval by the Board.

Please also see the following related documents: *MOBIUS Policy on Charges for Non-core Services and Products* and *MOBIUS Schedule of Charges*.

### **3. Terms**

The initial term of this Service Level Agreement between MOBIUS and [member name] covers the period [ ], 2010 through June 30, 2011. Thereafter, it is renewed automatically on July 1<sup>st</sup> of each year unless a member resigns its membership in MOBIUS according to the provisions of Section 2:18 of the version of the *MOBIUS Bylaws* in effect at the time of resignation. Upon such resignation, this agreement is terminated.

- 4. Systems Software Provided** – MOBIUS licenses software and operates a combined catalog (the MOBIUS Union Catalog) of member libraries' holdings to promote resource sharing among members. For some members, MOBIUS also licenses software to provide catalogs of discrete library(ies) holdings, as well as library management systems that include functions such as catalog record creation, circulation transactions, acquisitions transactions, inventory control, etc. Local systems may be hosted on MOBIUS-managed hardware or may be operated and managed by a single library or group of libraries and connected to the MOBIUS Union Catalog through software managed by MOBIUS.
- 5. Systems Services Provided** – MOBIUS provides, or contracts to provide, the following services in support of member library operations. Such services apply to the operation and maintenance of the MOBIUS Union Catalog, as well as all other servers, services, or computer systems hosted or managed by MOBIUS, unless otherwise specified in a separate agreement.

#### **5.1. Availability**

All systems will be available to users 24 hours per day, 7 days per week, 52 weeks per year, except during scheduled system maintenance times. In the event that it is necessary to schedule downtime on a MOBIUS system for any reason, MOBIUS will inform affected members as far in advance as possible, but no less than 48 hours, except in the case of an emergency over which MOBIUS has no control. In the case of unscheduled downtime, MOBIUS will inform members of the problem and the expected time of resolution as soon as possible using the most appropriate form of communication.

#### **5.2. Environment**

MOBIUS will ensure that all computer hardware is located in an appropriate environment and that all appropriate security measures are in place to ensure that hardware, software, and data are protected from all threats, both physical and electronic. MOBIUS also ensures that appropriate disaster recovery guidelines and procedures are in place in the event of a disaster.

#### **5.3. Monitoring**

Basic operational monitoring and periodic testing of systems for proper functioning is provided for all systems operated and managed by MOBIUS. A monitoring system contacts the on-call operations manager when error conditions or security issues are detected.

**5.4. Hardware**

MOBIUS acquires, installs, and maintains all computer hardware, such as servers, for systems it hosts or manages. MOBIUS also replaces all servers on a rotating basis, selects new or replacement hardware, maintains an inventory of hardware, and manages hardware warranties.

**5.5 Software Maintenance**

MOBIUS performs, or contracts to be performed, routine software maintenance tasks required to ensure maximum operational efficiency of all systems and products hosted or managed by MOBIUS. New software releases to systems are installed in as timely a manner as possible with appropriate prior communication with participating member libraries. Testing for software updates and new software products is conducted by MOBIUS prior to implementation.

**5.6. Routine Data File Updates and Maintenance**

MOBIUS performs routine data file maintenance for systems it hosts or manages. This is generally done during normal working hours (8:00 am-5:00 pm) when system resources are available. The cost of routine maintenance operations is included in member assessment fees and includes all record data loads and accompanying authority processing for records loaded to the MOBIUS Union Catalog. For a list of routine maintenance operations, see the MOBIUS web site.

- 6. Non-Core Services and Products** - The definitions of non-core services and products are provided in *MOBIUS Policy on Charges for Non-Core Services and Products*; fees for such non-core services or products are identified in *MOBIUS Schedule of Charges*.
- 7. Help Desk** – MOBIUS operates a Help Desk to receive and resolve reports of problems affecting all of the systems hosted or managed by MOBIUS, including the MOBIUS Union Catalog. When a problem is reported, Help Desk staff record and analyze the problem, take action to resolve it, and provide updates on the status of its resolution as necessary. MOBIUS uses an automated system for tracking and managing reported problems and provides access to information from this system to staff at member organizations. Requests for service or assistance are also entered into the same system for attention by MOBIUS Consortium Office staff.

Help Desk Hours of Operation

Monday- Friday, 8:00 am-5:00 pm, Central time  
(Closed during posted holidays)

Contact the Help Desk

Phone: 877-366-2487 (Voice)

Email: [help@mobiustconsortium.org](mailto:help@mobiustconsortium.org)

Web: <http://mobiustconsortium.org/help-desk>

EMERGENCY Contacts (level 1 severity only)



Phone: 877-366-2487 (Press 2)  
 help+emergency@mobius consortium.org

Help Desk staff make every effort to resolve a problem or satisfy a request as soon as possible. Priorities are assigned by Help Desk staff depending on the severity of the problem, the severity or complexity of other pending problems, and the time/date a report or request is received.

Because members have different expectations regarding response to resolution, follow-up frequency is determined with customer input.

<b>Problem Severity</b>	<b>Initial Response Time</b>
Level 1 – Normal Business Hours	Within 30 minutes of notification 100% of the time
Level 1- Off hours	Within 1 hour of notification 95% of the time
Level 2 – Normal Hours	Within 3 hours of notification 100% of the time
Level 3 – Normal Hours	Within 1 working day 100% of the time

Severity Level 1 – Major impact – defined as a problem that causes complete loss of service to the production environment and work cannot reasonably continue. Such a problem generally results in a large number of users who cannot access the system and critical functionality is not available.

Severity Level 2 – Significant impact – defined as a problem when processing can proceed but performance is significantly reduced and/or operation of the system is severely limited; some functionality may be unavailable.

Severity Level 3 – Minor or no impact – defined as a problem that causes minimal or no loss of service or functionality, is an error for which a workaround is available, is a software enhancement, or is a documentation error.

**8. Training** - MOBIUS provides multiple training opportunities:

- Complete training for each module in new system implementations;
- Training for staff in current member organizations when justified by collective demand;
- Training for new software releases when the size or complexity of the release warrants it;
- Computer-based training, such as mini-sessions, intended primarily to refresh knowledge;
- Training by vendors, coordinated by MOBIUS, to support products licensed by MOBIUS;
- Sessions provided by MOBIUS staff or staff from member organizations at conferences.

**9. Documentation** – Documentation, or links to documentation, is provided on the MOBIUS web site when available.

**10. Network Connectivity** – MOBIUS contracts for network connectivity to all the computer hardware used to support the systems it hosts or manages as well as for network connectivity for the MOBIUS Consortium Office. However, network connectivity from member locations to the Internet are the

responsibility of each member. MCO staff will assist members in troubleshooting network connectivity issues but it is ultimately the responsibility of the member to resolve all issues with its Internet Service Provider (ISP) and the network administrator of its local or wide area network.

**11. Delivery Service** – MOBIUS contracts for the delivery of library materials to each member library on a daily business basis (Monday through Friday) all year. The main library of each member organization participates in the delivery service as evidence of its commitment to resource sharing. The cost of the delivery service for the main library is included in the annual MOBIUS fee, unless the member qualifies for delivery service through the Missouri State Library. A member may request additional delivery stop(s) at additional location(s) within its organizational structure for additional fee(s). Such additional delivery stops may be five days a week or fewer with the cost pro-rated. MOBIUS posts on its web site the day(s) each library is closed as notification that library items will not be delivered or picked up on specific day(s) at that specific location.

**12. Communication** – In order to provide timely and useful information and promote member satisfaction, MOBIUS is committed to multiple avenues of effective communication. MOBIUS maintains an extensive web site at which includes *MOBIUS Bylaws*, policies, procedures, user documentation, member lists, committee meeting agendas and minutes, etc. MOBIUS also maintains multiple distribution lists, arranges and supports member meetings both in-person and electronically, provides email updates, and publishes an annual report and newsletter. As resources are available, MOBIUS sponsors an annual conference.

**13. Statistics** – MOBIUS provides a lending/borrowing statistical report which is posted to the MOBIUS website monthly.

**14. Member Responsibilities - Members are responsible for:**

- a) Paying all fees and assessments in a timely manner
- b) Complying with *MOBIUS Bylaws* and all policies and procedures as found on the MOBIUS web site
- c) Participating in the consortium delivery service to support resource sharing
- d) Acquiring local computer hardware with sufficient capabilities to conduct library operations from MOBIUS hosted or managed systems
- e) Acquiring network connectivity from the member location(s) to the Internet, including access through a firewall
- f) Communicating with MOBIUS **before** acquiring or licensing products which MOBIUS will be asked to host or manage or for which MOBIUS will be asked to provide data output
- g) Communicating with the MOBIUS Help Desk concerning a problem or enhancement of MOBIUS hosted or managed vendor products
- h) Providing as much information as possible about a problem when contacting the MOBIUS Help Desk for problem resolution
- i) Maintaining and securing local system authorizations
- j) Updating local data files from reports generated by MOBIUS data processing activities, such as local authority control processing

- k) Notifying MOBIUS when a library is closed and unable to send or receive materials from other libraries
- l) Providing required interlibrary lending and borrowing statistics on a monthly basis.

**15. Remedy** – Should a member organization determine that MOBIUS is not meeting the terms of this agreement, the member agrees to follow the course of action listed below:

First, contact the MOBIUS Executive Director via phone, email, or in writing and describe, in detail, the source(s) of dissatisfaction or deficiency. If, within thirty days of contacting the MOBIUS Executive Director, the member is not satisfied, the member should,

Second, describe the deficiency in an official letter addressed to the Executive Director of MOBIUS, with a copy sent to the President of the MOBIUS Board of Directors. If, within sixty days of writing this letter, the member is not satisfied, the member should,

Third, submit a request in writing to the MOBIUS Board of Directors for formal dispute resolution services from the Center for the Study of Dispute Resolution at the University of Missouri, School of Law.

**16. Noncompliance** - Should the MOBIUS Board of Directors determine that a member is not meeting the terms of this agreement, or other terms of membership, the Board may take action as identified in Section 2:19 of the *MOBIUS Bylaws*.

APPROVED AND ACCEPTED:

For [Member name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

For MOBIUS

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: MOBIUS Executive Director

Adopted by MOBIUS Board of Directors [date]

# MOBIUS Organizational Restructuring: A Working Document

January – December 2010

Last Updated: 12/09/10

**Goal 1: Establish MOBIUS as a nonprofit corporation in the state of Missouri.**

Objective	Activity	Assigned to:	Target Date	✓
Acquire professional legal advice	Approve recommendation (Ann Stillman)	MOBIUS Executive Committee	8 Jan 10	✓
	Contact attorney	Chair, Executive Committee	15 Jan 10	✓
	Develop list of questions/expectations	"		✓
	Schedule Meetings	"	February-June 2010	✓
Complete steps to establish MOBIUS as a nonprofit organization in Missouri	Determine formal name of organization	Bylaws Committee	26 Feb 10	✓
	Determine who should be "registered agent" and listed as "incorporators"	Attorney		✓
	Determine who is responsible for completing applications, etc.	MOBIUS Executive Committee	8 Jan 10	✓
	File <b>Articles of Incorporation</b> (SOS web site)	Attorney		✓
	File <b>Application for Employer Identification Number</b> (Form SS-4-IRS)	Attorney		✓
	File <b>Application for Recognition of Exemption</b> (form 1023 – IRS)	Attorney		✓
	File <b>Missouri Sales/Use Tax Exemption Application</b> (Missouri form 1746) to receive Missouri Tax ID number	Attorney		✓✓
	Register as a charitable organization with the Missouri Attorney General's Office	Attorney		✓
	Acquire Columbia Business License ( <b>needed?</b> )			
	Acquire D&O Liability Insurance	Chair, Executive Committee	Jul 1	✓✓

**Goal 2: Establish MOBIUS as a 501(c)(3) tax-exempt, nonprofit corporation with the United States Internal Revenue Service**

Objective	Activity	Assigned to:	Target Date	✓
Complete steps to establish MOBIUS as a tax-exempt 501(c)(3)corporation with the Internal Revenue Service	Gather all required supporting documents	EDudley		✓
	Write Narrative for form 1023	EDudley		✓
	Complete form 1023	EDudley		✓

**Goal 3: Revise/develop MOBIUS governance documents accordingly.**

Objective	Activity	Assigned to:	Target Date	✓
Develop new Bylaws	Revise existing Bylaws to reflect MOBIUS as a tax-exempt, not-for-profit corporation with multi-type library/institutional membership; examine possible membership levels	Bylaws Committee, Mollie Dinwiddie, Chair	26 Feb 10	✓
Review Mission Statement	Review mission statement in context of tax-exempt, not-for-profit status	Bylaws Committee, Mollie Dinwiddie, Chair	26 Feb 10	✓
Conflict of Interest Policy (required by IRS for tax-exempt status)	Write a Conflict of Interest Policy	Crossroads Organizational Structure Sub Task Force	26 Feb 10	✓
	Submit to EC and Council for approval	Chair, Executive Committee	25-26 Feb 10	✓
Develop new Host Institution Agreement	Revise existing Host Institution Agreement/contract to reflect agreed upon functions to be outsourced to the University of Missouri	Task Force on Core Products Board President Executive Director	Sep 2010	✓ ✓
Review Service Policy Agreement	Review and revise Service Policy Agreement as necessary; Develop policy for core products and services	Task Force on Core Products Board Executive Director	Sep 2010	✓ ✓ In Process
Develop Financial Plan	Write a financial plan to reflect MOBIUS as a tax-exempt, not-for-profit corporation, incorporating work already completed	Financial Plan Subcommittee Board	Aug 2010	In process
Identify governance documents that no longer are valid or necessary	Review all other governance documents, identify those that are no longer needed, and process as defunct	Board	Aug 2010	Just begun
Develop Board Manual	Write guidelines for Board operations	Board	Dec 2010	

**Goal 4: Make appropriate changes to MOBIUS infrastructure.**

Objective	Activity	Assigned to:	Target Date	✓
Business Management Executive Director	Negotiate contract for financial services	Board President	Jul 2010	✓ ✓
	Form search committee	Board President		✓ ✓
	Interview/select Executive Director	Search Committee		
Contracts	Review and resign contracts under MOBIUS' name	Board President; Executive Director	After IRS approval	✓ ✓
Identify MOBIUS cash/tangible assets	Work with Gary Allen and Controller's Office to identify cash and other tangible assets to be transferred to MOBIUS; obtain written confirmation	Board President; Executive Director	1 Jul 2010	✓ ✓
Establish bank Accounts	Three accounts: Cash; Reserve Fund, Contingency Fund; Server Replacement Fund Account	Board President; Executive Director	After IRS approval	✓ ✓
Transfer MOBIUS cash assets	Controller's Office	Executive Director	After IRS approval	✓

Goal 5: Communicate changes to MOBIUS organizational structure to all constituents.

Objective	Activity	Assigned to:	Target Date	✓
Communicate with current members CEOs and other leaders	Develop letter to current member CEOs	SBaker	May 10	✓
	Schedule meetings to explain organizational changes	SBaker	May-Jun 2010	✓
Communicate with current member library directors and library staff	Publish newsletter on regular basis (monthly?)	Executive Director; Board President;	Ongoing	
	Provide updates at regularly scheduled Board and Membership meetings	Board President;	Ongoing	
	Request vote of affirmation to proceed with organizational changes from Membership	Board President;	26 Feb 10	✓
Expand organizational efforts to attract and promote new members	Develop marketing and member benefit materials to share with potential and new members	MOBIUS Staff		
	Work with MoSL to develop grant opportunities for open-source ILS within MOBIUS	Board President; Executive Director		

**Adopted: September 11, 2008**

**Approved: MOBIUS Board of Directors, 12/03/10**

**Revised: 12/08/10**

**Replaces: New sub-committee**

**Type of Committee:** Standing Committee of the Board of Directors

**Charge:** As a Committee of the MOBIUS Board of Directors, the Finance Committee is responsible for developing and reviewing fiscal procedures, creating an annual budget, ensuring that an external audit is conducted, and recommending appropriate action on services and fees or any other financial matter that the Board of Directors so directs it to address.

**Statement of reporting structure:** All proposed policies and other recommendations from this Committee must be submitted to the MOBIUS Board of Directors for approval.

**Membership:** The Treasurer of the Board of Directors serves as chair and at least two other Board of Directors members are appointed by the President of the Board of Directors. The Executive Director serves ex officio.

**Member qualifications:** Members should be willing to become knowledgeable about the financial aspects of MOBIUS.

**Membership Restrictions:** Membership restrictions specified above.

**Frequency of Meetings:** Meetings of the Committee should be quarterly or more frequently if needed and may be via video-conference or conference call.

**Committee Discussion List:** N/A

**Communication of the Committee Business:** Notification of meetings must be posted to the MOBIUS web calendar two weeks prior to the date of the meeting. Minutes of the meetings must be submitted to the MOBIUS Online Help Desk for posting on the MOBIUS web site within 30 days of each meeting and are accessible to any person with the proper MOBIUS permissions. Notification of posting will be sent to the appropriate consortium listserv.

**Output:** The Chair (Treasurer) will provide reports of any Committee activity at the regular Board of Directors meetings and Council meetings and will include appropriate Committee information in his/her annual report.

**Created by:** MOBIUS Finance Committee

**Approved:** MOBIUS Board of Directors, 12/03/10

**Adopted:** MOBIUS, 12/03/10

**Revised:** 12/03/10

**Replaces:** N/A

**Purpose of the policy:** In order to fulfill the mission of MOBIUS, the following policy ensures the most effective and efficient means of financial management and operation. This policy works in conjunction with the MOBIUS Bylaws to provide financial guidelines for the operation of MOBIUS.

**Background:** This policy supersedes and encompasses all previous MOBIUS financial policies.

**Content of the policy:**

**Budget:**

- In accordance with the Bylaws, the fiscal year for MOBIUS will run from July 1 to June 30.
- The annual budget will be prepared by the Executive Director and Finance Committee to be presented to the Board of Directors for initial review at the December Board meeting of the previous fiscal year. The Board will then review and make changes as necessary to the budget. A preliminary budget, which will mirror the final budget as closely as possible barring any minor changes, will then be presented to the Membership by the Treasurer no later than January 15 for comments and suggestions. Taking requests for adjustments into consideration, the Executive Director and Finance Committee will then submit a final budget to the Board in February for approval. After approval, the budget will then be distributed to the Membership by the Treasurer no later than the earliest Spring Membership meeting after approval.
- The Executive Director is responsible for day-to-day financial management and monitoring of the budget.
- In accordance with the Bylaws, the MOBIUS annual budget shall be created with the intent that anticipated revenues and expenses shall balance. Any requests to modify the budget after it has been approved by the Board, must be submitted to the Board by the Executive Director, in consultation with the Finance Committee, and accompanied by an impact summary. The Board will then review the change(s) and make any decisions regarding modification.
- A categorical budget is submitted by the Finance Committee and approved by the Board. The Executive Director may overspend no more than \$5,000 from a category or approved expense before the Board must be notified.
- The Executive Director, in consultation with the Finance Committee, is responsible for preparing and distributing financial reports to the Board at each bi-monthly Board meeting on the progress of the budget.

**Contingency Fund:**

- MOBIUS will create and maintain a Contingency Fund.
- Budget surpluses will be placed into the Contingency Fund at the end of each year.
- Budget shortfalls will be covered by the Contingency Fund. If a shortfall exceeds the amount of the Contingency Fund, the Reserves Fund may be utilized.
- Interest or revenue resulting from the investment of the Contingency Fund will be placed in the Contingency Fund.



Reserves Fund:

- MOBIUS will create and maintain a Reserves Fund to be used only in the case of financial exigency.
- The target amount for the Reserves Fund is to be reviewed and determined by the Board on an annual basis.
- If the Reserves Fund falls below the target amount, a plan will be created by the Executive Director, in consultation with the Treasurer, and approved by the Board, to rebuild the fund.
- Interest or revenue resulting from the investment of the Reserves Fund will be placed in the Reserves Fund.
- Budget shortfalls which exhaust the Contingency Fund and need to be taken from the Reserves Fund must meet the following guidelines:
  1. A request for allocation must be submitted to the Board by the Executive Director, in consultation with the Treasurer, along with an impact summary.
  2. The Board can approve any expense of the Reserves Fund. Any approval of expenditure which exceeds 10% of the total amount of the fund must be communicated to the Membership. The Treasurer is responsible for communicating the expense with the Membership.

Cash Flow:

- The Executive Director is authorized to make payments in the name of MOBIUS up to \$15,000. For payments in an amount greater than \$15,000, the Treasurer or President must give written approval prior to payment.
- All expenses for travel on the behalf of Officers of the Board, with prior approval by the Board, will be reimbursed. No advanced funds will be allocated.
- MOBIUS shall meet all state and federal financial reporting requirements. The Executive Director, Treasurer, and Secretary will work in conjunction to ensure that MOBIUS is compliant.
- The Executive Director is authorized to enter into contracts for activities listed and approved under the budget process. All contracts which are not approved as part of the budget process must receive Board approval.
- An audit will be performed by outside independent council on an annual basis. Independent council will prepare and present their findings to the Finance Committee and the Board.

Risk Management:

- All property belonging to MOBIUS shall be insured against loss and damage.
- The Executive Director will create and implement a plan to care for the maintenance and protection of all MOBIUS property, building, and equipment.
- MOBIUS Staff and the Board shall be properly insured for liability incurred in the course of the performance of their duties for MOBIUS.

**Review:** This policy is to be reviewed by the Finance Committee on a bi-annual basis.

**Communication:** The Treasurer is responsible for distributing and communicating this policy to the Board.

**Compliance:** The President of the Board, in conjunction with the Finance Committee and the Executive Director, is responsible for the compliance of this policy within the organization of MOBIUS.