MOBIUS Organizational Restructuring:
A Working Document

January – December 2010

Last Updated: 9/22/10

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 **Articles of Incorporation** (SOS web site)	Attorney		✓
	File **Application for Employer Identification Number** (Form SS-4-IRS)	Attorney		✓
	File **Application for Recognition of Exemption** (form 1023 – IRS)	Attorney		✓
	File **Missouri Sales/Use Tax Exemption Application** (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 **(needed?)**			
	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	**In process**
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	
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	Negotiate contract for financial services	Board President	Jul 2010	**In process**
Executive Director	Form search committee	Board President		**In process**
	Interview/select Executive Director	Search Committee		
Contracts	Review and resign contracts under MOBIUS' name	Board President; Executive Director	After IRS approval	**In process**
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	**In process**
Establish bank Accounts	Three accounts: Cash; Reserve Fund, Contingency Fund; Server Replacement Fund Account	Board President; Executive Director	After IRS approval	**In process**
Transfer MOBIUS cash assets	Controllers 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		