

Who Gets What at the Regional Office?

Ben



- Anything that will embarrass the System
- Anything that will surprise the Director

Charles

- Equipment installation & maintenance
- Internet & network problems
- PINES technical difficulties – cc: Holly
- Technical issues and problems

Chris

- Invoices, construction – original; copy to Lee
- Invoices, performers – 30 days in advance, **with W-9 and waiver attached**
- Original bank statements
- Original NSF notifications – include weekly deposit documentation
- Original receipts for purchases **debited directly** from bank acct. (eg., deposit slips, checks)

Gloria

- AY packing slips
- Gift books/materials
- Green PINES bags (contact bag buddy 1st)
- ILL request forms from patrons
- ILL requested material
- ILL returned material (do **not** put in green PINES bags)
- Monthly Revenue Report: with check, Lost/Damaged Material forms, Specified Donations forms, any other forms, copies of bank **and** credit card statements
- Weeded materials (per schedule)

Holly

- AY changes
- Book and materials orders
- Lost Book/Lost Material Refund requests
- ILL Lost Book/Lost Material forms
- Periodical subscriptions
- PINES bibliographic record & data concerns
- PINES technical difficulties – cc: Charles

Lee

- Building / Maintenance info & questions
- Copies of construction invoices – orig. to Chris
- MR&R info & quotes – cc: Ben and Chris

Mary

- All bills / invoices, except construction & performers
- Anything legal: incident reports, volunteer forms, waivers, etc.
- Board Meetings, Regional
- Everything HR: payroll, insurance, personnel issues, etc.
- Name tags
- Newsletter info & pics – cc: Phyllus
- Supply orders (Quill, NuArt, etc.)
- Timesheets
- Travel Reimbursement forms
- URRLS policy issues and questions
- Website change requests – cc: Phyllus

Nancy

- Activity Reports – email; cc: Mary & Phyllus
- Annual Report information
- Board Meetings, Local / Member Library
- Board Trustee information
- Daily Credit Card Reports
- Inventory Forms (quarterly)
- PINES policy issues & questions
- Summer Reading Program questions
- Weekly Deposit Reports

Stacy

- Circulation Supply Request forms
- Items for collection maintenance
- Technical Service Cataloging, Processing, & Damaged Report form, with material attached

Phyllus

- Activity Report – cc: Mary & Nancy
- Newsletter info & pics – cc: Mary
- Website change requests – cc: Mary

Gifts and Weeded Materials Schedule

Library	When to send <i>Send once a month on the</i>	What to send
101 – Hancock	1 st Tuesday	Gift Materials to be added to the collection
102 – Jasper	1 st Wednesday	
103 – Morgan	2 nd Tuesday	Materials to be removed from the collection
104 – Putnam	2 nd Wednesday	
105 – O’Kelly	3 rd Tuesday	How much to send
106 – Monroe	3 rd Wednesday	
		Gifts
107 – W.H. Stanton	4 th Tuesday	0 - 25 items per month
108 – Greene	4 th Wednesday	
		Weeds
109 – Walnut Grove	1 st Thursday	0 - 25 items per month

Bag Buddies

Library	Will ask
101 – Hancock	Reg.
102 – Jasper	OK
103 – Morgan	MR
104 – Putnam	Reg.
105 – O’Kelly	Reg.
106 – Monroe	Reg.
107 – W.H. Stanton	OK
108 – Greene	MR
109 – Walnut Grove	HA

Alphabetical Index, *Who Gets What at the Regional Office?*

Activity Report – Mary, Nancy, Phyllus	Lost Book/Material forms – w /Monthly Rev. Rpt.
Annual Report – Nancy	Lost Book/Material Refund requests – Holly
Anything embarrassing – Ben	Material recataloging – Stacy
Anything surprising – Ben	Material reclassification – Stacy
AY changes – Holly	Material replacement – Stacy
AY packing slips – Gloria	Material reprocessing – Stacy
Bank purchases (deposit slips, checks) – Chris	Member Library Board Meetings – Nancy
Bank statements, copies – w/ Monthly Rev. Rpt.	Monthly Revenue Report, w/ check & forms – Gloria
Bank statements, originals – Chris	MR&R info & questions – Lee
Bills, except construction & performers – Mary	Name tags – Mary
Bills, construction & performers ONLY – Chris	Network problems – Charles
Board Meetings, Local / Member Library – Nancy	Newsletter – Mary and Phyllus
Board Meetings, Regional – Mary	NSF notifications, originals – Chris
Board Trustees – Nancy	Patron Count – Mary and Phyllus
Book & Materials orders – Holly	Payroll – Mary
Bounced checks – Chris	Periodical subscriptions – Holly
Building & maintenance – Lee	Performers' invoices, 30 days in advance with W-9 & waiver – Chris
Circulation Supply Request forms – Stacy	Personnel issues – Mary
Collection maintenance, with forms – Stacy	PINES, cataloging & processing questions – Holly
Construction invoices – orig. to Chris, copies to Lee	PINES, general issues & policy questions – Nancy
Credit Card Deposit Reports – Nancy	PINES, technical difficulties – Charles and Holly
Credit Card Statements, copies – w/ Monthly Rev. Rpt.	Recataloging requests – Stacy
Daily Credit Card reports – Nancy	Receipts for direct-debit bank purchases – Chris
Direct-Debit bank purchase receipts - Chris	Reclassification requests – Stacy
Donation forms, Specified – w/ Monthly Rev. Rpt.	Regional Board Meetings – Mary
Equipment maintenance – Charles	Replacement requests – Stacy
Gift books/materials, with form – Gloria	Reprocessing requests – Stacy
Green PINES bags – Gloria (contact bag buddy 1 st)	Specified Donation forms – w/ Monthly Rev. Rpt.
HR – Mary	Subscriptions – Holly
Incident Reports – Mary (cc: Ben)	Summer Reading Program questions – Nancy
ILL books/materials – Gloria	Supply Orders – Mary
ILL Lost Book/Lost Material forms – Holly	Technical problems – Charles
ILL request forms – Gloria	Timesheets – Mary
ILL returned books/materials – Gloria	Trustees – Nancy
Insurance – Mary	Volunteer Forms – Mary
Internet problems – Charles	Waivers – Mary
Inventory (quarterly) – Nancy	Website change requests – Mary and Phyllus
Invoices, except construction & performers– Mary	Weeded books/materials – Gloria
Legal issues – Mary	Weekly Deposit reports – Nancy