

# Who Gets What FIRST at the Regional Office?

## Stacy Brown



- Anything that will embarrass the System
- Anything that will surprise the Director
- Activity Reports – cc: Nancy & Phyllus
- Bills / invoices: all that do not go to Chris or Mary
- Website change requests – cc: Phyllus

## Carmen

- AY packing slips
- Green PINES bags
- ILL Lost Book/Lost Material forms
- ILL request forms from patrons
- ILL requested material
- ILL returned material (do **not** put in green bags)
- Monthly Revenue Report: with check, Lost/Damaged Material forms, Specified Donations forms, any other forms, copies of bank **and** credit card statements

## Charles

- Equipment installation & maintenance
- GPLS Help Desk tickets – IT issues
- Internet & network problems
- MR&R Tech
- PINES/Evergreen technical difficulties
- Technical issues and problems

## Chris

- Invoices, construction – original; copy to Stacy B.
- 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)

## Holly

- AY changes
- Book and materials orders
- Periodical subscriptions
- PINES/Evergreen biblio. record & data concerns
- Refund requests for Lost Book/Lost Material

## Lee

- Building / Maintenance info & questions – cc: SB
- Copies of construction invoices – orig. to Chris

## Mary

- Bills / invoices, supplies and utilities
- Anything legal: incident rpts, vol. forms, waivers, etc.
- Board Meetings, Regional
- Everything HR: payroll, insurance, personnel issues, etc.
- Name tags
- Supply orders (Quill, NuArt, etc.)
- Timesheets
- Travel Reimbursement forms
- URRLS policy issues and questions

## Nancy

- Activity Reports – email; cc: Stacy Brown & Phyllus
- Annual Report information
- Board Meetings, Local / Member Library
- Daily Credit Card Reports
- GPLS Help Desk tickets – non-IT issues
- Library Trustee information
- PINES/Evergreen issues – non-tech related
- PINES policy issues & questions
- Summer Reading Program questions
- Weekly Deposit Reports

## Stacy Reid

- Circulation Supply Request forms
- Gift books/materials (per schedule)
- Items for collection maintenance
- Technical Service Cataloging, Processing, & Damaged Report form, with material attached
- Weeded materials (per schedule)

## Phyllus

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

# Gifts and Weeded Materials Schedule

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

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| Activity Report – Stacy Brown, Nancy, Phyllus         | Equipment maintenance – Charles                   | NSF notifications, originals – Chris                               |
| Annual Report – Nancy                                 | Evergreen tech issues – Charles                   | Patron Count – Stacy Brown and Phyllus                             |
| Anything embarrassing – Stacy Brown                   | Evergreen non-tech issues - Charles               | Payroll – Mary   |
| Anything surprising – Stacy Brown                     | Gift books/materials, with form – Stacy Reid      | Periodical subscriptions – Holly                                   |
| AY changes – Holly                                    | Green PINES bags – Carmen                         | Performers' invoices, 30 days in advance with W-9 & waiver – Chris |
| AY packing slips – Carmen                             | Help Desk, IT issues – Charles                    | Personnel issues – Mary  |
| Bank purchases (deposit slips, checks) – Chris        | Help Desk, non-IT issues – Nancy                  | PINES, cataloging & processing ?s – Holly                          |
| Bank statements, copies – w/ Monthly Rev. Rpt.        | HR – Mary   | PINES, gen. issues & policy ?s – Nancy                             |
| Bank statements, originals – Chris                    | Incident Reports – Mary (cc: Stacy Brown)         | PINES, technical difficulties – Charles                            |
| Bills, any not for Chris/Mary – Stacy B.              | ILL books/materials – Carmen                      | Recataloging requests – Stacy Reid                                 |
| Bills, construction & performers ONLY – Chris         | ILL Lost Book/Lost Material forms – Holly         | Receipts for direct-debit bank purchases – Chris                   |
| Bills, supplies & utilities – Mary                    | ILL request forms – Carmen                        | Reclassification requests – Stacy Reid                             |
| Board Meetings, Local – Nancy                         | ILL returned books/materials – Carmen             | Red URRLS bags – Carmen; Lib. Mgrs.                                |
| Board Meetings, Regional – Mary                       | Insurance – Mary                                  | Refund requests for Lost/Damaged Mat'l                             |
| Board Trustees – Nancy                                | Internet problems – Charles                       | Regional Board Meetings – Mary                                     |
| Book & Materials orders – Holly                       | Inventory (quarterly) – Nancy                     | Replacement requests – Stacy Reid                                  |
| Bounced checks – Chris                                | Invoices, any not for Chris/Mary – Stacy B        | Reprocessing requests – Stacy Reid                                 |
| Building & maintenance – Lee                          | Invoices, construction – Chris, copy SB           | Specified Donation forms – w/ Monthly Rev. Rpt.                    |
| Circulation Supply Request forms – Stacy Reid         | Invoices, supplies & utilities – Mary             | Subscriptions – Holly  |
| Collection maintenance, with forms – Stacy Reid       | Legal issues – Mary                               | Summer Reading Program questions – Nancy                           |
| Construction invoices – orig. to Chris, copies to Lee | Library Trustee info – Nancy                      | Supply Orders – Mary   |
| Credit Card Deposit Reports – Nancy                   | Lost Book/Material forms – w /Monthly Rev. Rpt.   | Technical problems – Charles                                       |
| Credit Card Statements, copies – w/ Monthly Rev. Rpt. | Lost Book/Material Refund requests – Holly        | Timesheets – Mary  |
| Daily Credit Card reports – Nancy                     | Material recataloging – Stacy Reid                | Trustees – Nancy   |
| Direct-Debit bank purchase receipts - Chris           | Material reclassification – Stacy Reid            | Volunteer Forms – Mary   |
| Donation forms, Specified – w/ Monthly Rev. Rpt.      | Material replacement – Stacy Reid                 | Waivers – Mary   |
|   | Material reprocessing – Stacy Reid                | Website change requests – Stacy Brown and Phyllus                  |
|   | Member Library Board Meetings – Nancy             | Weeded books/materials – Carmen                                    |
|   | Monthly Revenue Report, w/ check & forms – Carmen | Weekly Deposit reports – Nancy                                     |
|   | Name tags – Mary                                  |  |
|   | Network problems – Charles                        |  |
|   | Newsletter – Stacy Brown and Phyllus              |  |