

./=Completed  
 IP=In Process  
 OH=On Hold

# MU Libraries

## Organizational Review

**Last Update: 7/15/07**

ORTF Recommendations to be Implemented	Target Date	Notes
<b>1 Hire AD for Technical Services</b>		
		Alice Allen's vacancy to be filled. Salary line identified.
✓ Mary Ryan - Draft Job Description	3/3/06	
✓ Mary Ryan/Jim Cogswell - Establish Search Committee	3/10/06	Mary Ryan, Chair
✓ Leo Agnew/HR - Job Posting	3/30/06	<a href="http://mulibraries.missouri.edu/admin/NewsNotes/Job_ads/AD_TS.htm">http://mulibraries.missouri.edu/admin/NewsNotes/Job_ads/AD_TS.htm</a>
✓ Candidate Review	5/06-7/06	
✓ Candidate Visits	8/15/06	Interviews complete, 9/28/06
✓ Start Date	6/1/2007	Ann Campion Riley will start work on or about June 1, 2007
<b>2 Hire AD for User Services</b>		
		High Priority. Salary line will be identified.
✓ Position Approval	3/30/06	
✓ Jim Cogswell - Job Description	4/15/06	
✓ Jim Cogswell - Establish Search Committee	4/15/06	Jim Cogswell, Chair
✓ Leo Agnew/HR - Job Posting	5/25/06	<a href="http://mulibraries.missouri.edu/admin/Posdesc/Admin/AD_User_Services_long_ad_final_version.htm">http://mulibraries.missouri.edu/admin/Posdesc/Admin/AD_User_Services_long_ad_final_version.htm</a>
✓ Candidate Review	6/06-9/06	
✓ Candidate Visits	11/6/07	Interviews complete, 12/7/06
✓ Start Date	6/18/07	Sarah Cron will start work on or about June 18, 2007
<b>3 Appoint Head of Collection Development</b>		
✓ Jim Cogswell- Consult with Collection Development Committee	6/8/06	No new salary line required. Additional duties (50%) assigned to existing position.
OH Jim Cogswell- , draft job description, solicit candidates	TBD	
Select person	TBD	Awaiting consultation with incoming AD/User Services and AD/Technical Services
<b>4 Hire Communications Officer</b>		
		Salary line for <b>Half-Time</b> position identified.
✓ Jim Cogswell - draft job description; make appointment	7/15/2006	Shannon Cary appointed half-time, 8/06
<b>5 Preservation Program</b>		
		Funding through private donor solicitation. Indefinite timeline.
Jim Cogswell - meet w. Preservation Committee	9/25/06	Discuss how to organize and create a Preservation Program
IP Create table of needs (low-med-hi)	9/06-11/06	Awaiting consultant report, Summer, 2007
Preservation Committee - Develop plan	TBD	Determine amount of funding required and draft proposal for potential donors

./=Completed  
 IP=In Process  
 OH=On Hold

# MU Libraries

## Organizational Review

**Last Update: 7/15/07**

### 6 Establish Task Force to Unify Technical Services

	Target Date	Notes
		A recommendation will be presented to Director within 12 months (1/1/07).
<b>OH</b> Jim Cogswell - Write charge & select members of task force	TBD	Await new AD/Technical Services
Appoint TF members; address task charge	TBD	i.e. people, technology, facilities - duplication of efforts, systems
Task Force - Issue report	TBD	

### 7 A Task Force to Unify ILL Services

	Target Date	Notes
		A recommendation will be presented to Director within 18 months (6/1/07).
<b>OH</b> Jim Cogswell - Write charge & selects members of task force	TBD	Await new AD/User Services
Appoint TF members; address task charge	TBD	i.e. people, technology, facilities - duplication of efforts, systems.
Task Force - Issue report	TBD	

### 8 Establish & Disseminate Mission/Vision Statement

✓ Jim Cogswell - Draft Mission/Vision Statement	4/1/06	
✓ Post Draft on staff webpage & set public meetings	4/17/06	<a href="http://mulibraries.missouri.edu/admin/MU%20Libraries%20Mission%20Vision%20Strategies%20May06.pdf">http://mulibraries.missouri.edu/admin/MU%20Libraries%20Mission%20Vision%20Strategies%20May06.pdf</a>
✓ Open meetings to discuss/amend draft	4/24/06-6/2/06	All Staff Invited to Meeting on June 16, 9-10:30am, S017 Jesse Wrench Auditorium
✓ Adopt new Mission/Vision Statement	6/30/06	

### 9 Set & Maintain Goals & Objectives

<b>IP</b> SDC - Implement workshops for managers & staff	TBD	
Incorporate Mission/Vision Statement into individual goals & objectives for FY 08	Summer 08	Supervisors consult with staff to include in annual goals & objectives. Await input from new AD posiitons.

### 10 Foster Leadership, Accountability, & Communication

<b>IP</b> SDC - Implement workshops for managers & staff	4/06-date	Initial training program - 6 months.
--	-----------	--------------------------------------

### 11 Establish Implementation Schedule & Inform Staff

✓ Jim Cogswell - Establish schedule & inform staff	4/17/06	Gantt chart posted on staff webpage, reviewed every 3 months, & maintained accordingly.
--	---------	---