

Huddle Notes January 14, 2020

In today's Huddle, Paula Freeman, Manager of General Services, and Tim Hall, Print Specialist updated folks on the Greene County Printing Services and Supplies available within our organization at their new Northside location.

General Services has 4 major areas:

- Microfilm
- Mail Room
- Central Supplies
- Printing Services

Microfilm

Currently microfilm is the only official way of digitally archiving governmental records. Archive conversion is available for both paper and digital files. Presently a large conversion project from Resource Management involving 300 boxes of permit records is keeping them pretty busy, along with usual business.

Mailroom

The General Services mailroom is responsible for picking up and delivering all parcels from the Post Office and distributing them campus wide daily. Additionally they are a central hub for incoming Fedex, UPS, and other items made through purchase orders, which they also distribute.

Vision for the Future

In addition to their current mail handling responsibilities, they foresee an opportunity for new equipment to act as our own county post office. Currently the county utilizes Ozarks Mailing for outgoing mailing needs.

Central Supplies

General Services also provides quickly accessible office supplies by keeping inventory for commonly used office products. Their department's use of Eden inventory tracking allows them to maintain and manage these levels to ensure availability.

Printing Services

Our General Services department offers a variety of printing services and products, with the ability to deliver goods both timely and with less expense than outside sources.

For example

- Most retail printers charge around \$33 for a box of 500 business cards
- General Services printing expense is \$3.65 for a box of 400 business cards

General Services can also provide binding, large volume printing (20,000+), and specialized printing. Even when printing 100 or more copies the cost savings to have printing services do the task is worth considering.

Vision for the Future

Currently General Services and IS are working together on development of an online feature for placing orders. The plan is to be able to utilize this program for submitting printing requests, purchasing supplies and viewing purchasing history. Each area would have a designated individual with access to the purchasing portal.