

ST. CHARLES PUBLIC LIBRARY ORGANIZATION CHART
BOARD OF TRUSTEES
DIRECTOR

ASSISTANT DIRECTOR

ADMINISTRATIVE SERVICES

1. Business Operations
 - Office Services
 - Receiving/Shipping
 - Interoffice mail
 - Meeting Room Rental
2. Financial Operations
 - Accounts Payable/Receivable
 - Inventory Control
 - Supplies/Orders
 - Payroll
3. Human Resources
4. Facilities Maintenance Services
 - Building & Equipment Maintenance
 - Janitorial Services
 - Security Services

PUBLIC SERVICES

1. Reference & Information Services
 - Reference/Electronic Reference
 - Interlibrary Loan
 - Young Adult Services
 - Readers' Advisory
 - Info Commons
2. Youth Services
 - Information
 - Readers' Advisory
 - Programming
3. Circulation Services
 - Circulation
 - Overdues
 - Registration
 - Collection Maintenance
 - Study Rooms
4. Outreach Services
 - Homebound Service
 - Special Services
 - Website
 - Public Relations/Graphics
 - Programming
 - Volunteers

PUBLIC SERVICES

5. Collection Development
 - Periodicals
 - Inventory

TECHNICAL SERVICES

1. Acquisitions
2. Cataloging
3. Processing

AUTOMATION

1. LAN
2. LINC
3. Technology Center