

**TABLE 1**

**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
  - Benefits Administration
4. Facilities Maintenance Services
  - Building & Equipment Maintenance
  - Janitorial Services
  - Security Services

**PUBLIC SERVICES**

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

**TECHNICAL SERVICES**

1. Acquisitions
2. Cataloging
3. Processing

**INFORMATION TECHNOLOGY**

1. LAN
2. LINC
3. Technology Center

**COMMUNICATIONS & MARKETING**

- Public Relations/Graphics
- Programming
- Website
- Social Media