



beloit public library

# Organizational Chart

**LIBRARY BOARD:**

- Strategic Plan Committee
- Budget Committee
- Personnel Committee
- Foundation Liaison
- FABL Liaison
- ALS Representative

**LIBRARY DIRECTOR:**

- Oversees all Operations
- Liaisons with Board
- Liaisons with City
- Community Relations

**BLENDER MANAGER:**

Blender Café

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**DEBBIE**

Supervises:  
Blender Team Members  
(60 hours cumulative)

**IT MANAGER:**

- Maintain Technology/ Network  
*(for staff and public)*
- Training  
*(in coordination with Head of Library Services)*
- Programs  
*(in coordination with Head of Programming & Partnerships)*

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**WYATT**

Supervises:  
None

**MARKETING & COMMUNICATIONS COORDINATOR:**

- Internal Communication  
*(among staff)*
- Internal Marketing  
*(in library for patrons)*
- External Communication  
*(with community partners)*
- External Marketing  
*(for public at large)*
- Outreach Coordination

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**AMY**

Supervises:  
None

**BUSINESS MANAGER:**

- Budget
- Payroll
- Personnel
- Facilities

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**JENNIFER**

Supervises:  
Administrative Assistant  
Julie (20)  
Custodian  
Richard (40)

**HEAD OF LIBRARY RESOURCES:**

- Collections  
*(print and digital)*
- Cataloging and Processing
- Selection and Weeding
- Logistics and Procurement
- Interlibrary Loan (ILL)
- All Staff Scheduling  
*(via software)*

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**MICHAEL**

Supervises:  
**LS I - Customer Accounts**  
 Yolanda (40)  
**LS II - Resources**  
 Jane (40)  
 Barb (40)  
 Jennifer (28)  
**Pages**  
 Elizabeth (20) - Senior Page  
 Riley (12)  
 Susan (11)  
 Open (20)

**HEAD OF LIBRARY SERVICES:**

- Welcoming environment  
*(self-service BBM model)*
- Staff Development
- Customer Service Standards
- Competencies for Public Service
- New Employee Onboarding and Training
- Expert/Specialized Service  
*(ensure availability)*
- Ongoing Professional Development
- Staff Recognition
- Policies and Procedures  
*(updates and training)*

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**JENI**

Supervises:  
**LS I - Customer Experience**  
 Alex (20)  
 Carmen (20)  
 Jerome (25)  
 Karla (20)  
 Maricruz (20)  
 Matt (20)  
 Paul (20)  
**Transitional Employees**  
 April (30)  
**Security Monitors**  
 SPI, Inc. (33)  
**WISE Workers**  
 Brittina (20)  
 Esther (20)

**HEAD OF PROGRAMMING & COMMUNITY ENGAGEMENT:**

- Oversees All Aspects of Programming for All Ages
- Planning
- Coordinating
- Implementing
- Evaluating
- Community Engagement  
*(with external organizations and groups)*
- Program Recruitment  
*("library spaces as conduit" philosophy)*
- Library Displays

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**KATHARINE**

Supervises:  
**LS II - Programming**  
 Jessica - Volunteer (20)  
 Cathy - Adult (11)  
 Jody - Youth (20)  
 Julie - Adult (11)  
 Kim - YA (20)  
 Nicole - Youth (40)  
 Sarah - Youth (28)  
 Tamara - Youth (20)