



# Sycamore Library Organizational Chart

**Board of Trustees**  
 9 Member Board appointed by the Mayor of the City of Sycamore—Sets vision, policy, & budget for the Library. Advocates for & promotes the Library.

**Director**  
 Leads & manages the Library and staff in accordance with the vision, policies, & budget adopted by the Board of Trustees.

DEPARTMENT HEADS

**PR & Marketing Manager**  
 Assists the Director in ensuring that all activities related to library promotion, marketing & events completed in accordance with the library vision & policies.

**Business Manager**  
 Assists Director with managing library operations, finances, and human resources in accordance with the vision, budget, and policies adopted by the Board of Trustees

**Customer Relations Manager**  
 Assists the Director in ensuring that all activities related to lending of materials are upheld in accordance with board policies.

**Youth & Teen Services Manager**  
 Assists the Director in ensuring that all activities related to child and teen patron assistance & programming are upheld in accordance with board policies.

**Adult Services Manager**  
 Assists the Director in ensuring that all activities related to adult patron assistance & programming are upheld in accordance with board policies.

TEAM LEADS

**Customer Relations Team Lead**  
 Assists the Department Manager in ensuring that all activities related to lending of materials are upheld in accordance with board policies.

**Youth & Teen Services Team Lead**  
 Assists the Department Manager in ensuring that all activities related to adult patron assistance & programming are upheld in accordance with board policies.

**Adult Services Team Lead**  
 Assists the Department Manager in ensuring that all activities related to adult patron assistance & programming are upheld in accordance with board policies.

**Technical Services Team Lead**  
 Leads the Department in acquisitions, cataloging, and processing new materials

ASSISTANTS

**Maintenance**  
 Assists the Business Manager by maintaining the library facilities.

**Customer Relations Assistants**  
 Assists with all activities related to the lending of materials

**Youth & Teen Services Assistants**  
 Assists with all activities of the Youth Services Department including patron assistance & programming

**Adult Services Assistants I & II**  
 Assists with all activities of the Adult Services Department including patron assistance & programming

**Technical Services Assistants I & II**  
 Assists with all activities related to acquisitions, cataloging, and processing new materials