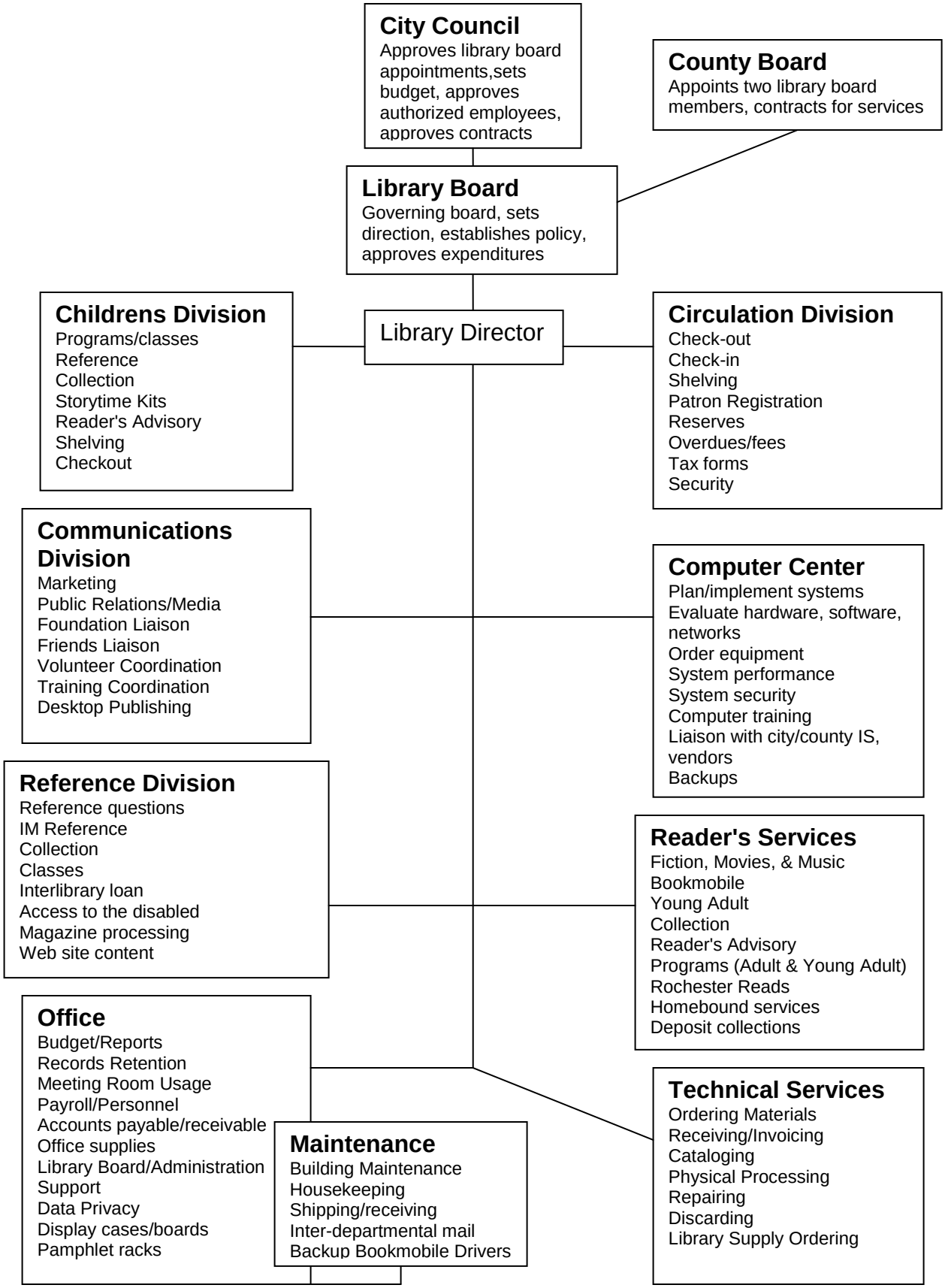
City Council
Approves library board appointments,sets budget, approves authorized employees, approves contracts
County Board
Appoints two library board members, contracts for services
Library Board
Governing board, sets direction, establishes policy, approves expenditures
Library Director
Childrens Division
Programs/classes
Reference
Collection
Storytime Kits
Reader's Advisory
Shelving
Checkout
Circulation Division
Check-out
Check-in
Shelving
Patron Registration
Reserves
Overdues/fees
Tax forms
Security
Communications Division
Marketing
Public Relations/Media
Foundation Liaison
Friends Liaison
Volunteer Coordination
Training Coordination
Desktop Publishing
Computer Center
Plan/implement systems
Evaluate hardware, software, networks
Order equipment
System performance
System security
Computer training
Liaison with city/county IS, vendors
Backups
Reference Division
Reference questions
IM Reference
Collection
Classes
Interlibrary loan
Access to the disabled
Magazine processing
Web site content
Reader's Services
Fiction, Movies, & Music
Bookmobile
Young Adult
Collection
Reader's Advisory
Programs (Adult & Young Adult)
Rochester Reads
Homebound services
Deposit collections
Office
Budget/Reports
Records Retention
Meeting Room Usage
Payroll/Personnel
Accounts payable/receivable
Office supplies
Library Board/Administration Support
Data Privacy
Display cases/boards
Pamphlet racks
Maintenance
Building Maintenance
Housekeeping
Shipping/receiving
Inter-departmental mail
Backup Bookmobile Drivers
Technical Services
Ordering Materials
Receiving/Invoicing
Cataloging
Physical Processing
Repairing
Discarding
Library Supply Ordering