

# PRAIRIE TRAILS PUBLIC LIBRARY DISTRICT FLOW CHART

**BOARD OF TRUSTEES**

**DIRECTOR**

**ASSISTANT DIRECTOR**  
 AUTOMATION MANAGER  
 CIRCULATION DEPARTMENT HEAD  
 TECHNICAL PROCESSING  
 DEPARTMENT HEAD

DISCIPLINE  
MONITOR

MAINTENANCE

SECRETARY

**ADULT SERVICE  
DEPARTMENT  
HEAD**

**YOUTH SERVICE  
DEPARTMENT  
HEAD**

DATA ENTRY

DATA ENTRY

CIR MANGER

CIRC CLERK

CIRC CLERK

CIRC CLERK

CIRC CLERK

CIRC CLERK

CIRC CLERK

MATERIALS  
SECURITY

**DENOTES  
FULL TIME STAFF**

29 employees

**REFERENCE  
ASSISTANT  
LIBRARIAN**

**REFERENCE  
ASSISTANT**

ADULT SERVICE  
CLERK

ADULT/YOUTH SERVICE CLERK

ADULT SERVICE  
PAGE

ADULT SERVICE  
PAGE

**YS DIVISION  
LIBRARIAN**

YOUTH SERVICE  
CLERK

YOUTH SERVICE  
CLERK

YOUTH SERVICE  
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YOUTH SERVICE  
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YOUTH SERVICE  
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