

Flint Public Library Priority Request #1 – Full-Time Administrative Assistant

General Information

Funding Package Name *

Supplemental Request for 1 Full-time Administrative Assistant

39

Department *

Library

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Description *

Assist library administration with necessary tasks, including coordinating regular staff safety trainings and putting together the monthly payroll and bill warrants. Provide circulation and program coverage. Provide Sunday coverage in rotation.

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Justification Type

Personnel Requests (Add. Pay/Benefits) X

Justification Details

It is increasingly difficult to maintain adequate staffing to remain open due to vacations, callouts, and increased demands on library services--such as one-to-one technology assistance--and outreach. The number of patrons utilizing the library continues to rise. Additionally, it is becoming more challenging to remain open during key, critical service hours due to lack of staff. In order to maintain the level of service our patrons have come to expect, we need an additional librarian.

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Expenses 2 ^

Identify each expense item by selecting accounts by Account ID or name from the dropdown. You can also manually add itemizations if needed.

		FY2026		
Expense Items	Account ID	Quantity	Unit Cost	Value
SALARIES & WAGES	0010-6-610-0-1-00-0...			\$50,773.00
SALARIES & WAGES Itemization 	0010-6-610-0-1-00-0...	1	\$50,773.00	\$50,773.00
OVERTIME	0010-6-610-0-1-00-0...			\$0.00
OVERTIME Itemization 	0010-6-610-0-1-00-0...	1	\$0.00	\$0.00
Totals Expenses				\$50,773.00

Flint Public Library		
FY 2026 Supplemental Budget Request:		
Full-time Administrative Assistant		
\$24,769	Administrative Assistant (\$25.07) ~38 hours/week (step 1 for first 6 months)	
\$26,004	Administrative Assistant (\$26.32) ~38 hours/week (step 2 for second 6 months)	
\$50,773		
	Overview	
	This request is for one (1) fulltime position. It is increasingly difficult to maintain adequate staffing to remain open due to vacations, callouts, and increased demands on library services and outreach.	
	Justification	Essential Functions
	<p>The demand for library services, such as one-to-one technology assistance, is increasing. The number of patrons utilizing library services continues to rise. Additionally, it is becoming more challenging to remain open during key, critical service hours due to lack of staff.</p> <p>In order to maintain the level of service our patrons have come to expect, and the services they are requesting, we need an additional full-time librarian.</p> <p>Administration is being encouraged by the Board of Library Trustees to participate in more workshops, trainings, and conferences. Additional staffing is needed in the building, so the Director and Assistant Director are able to attend continuing education opportunities, per request of the Board.</p>	Manage reference inquiries submitted to the library via email and phone, including in person technology assistance.
		Maintain documents, both digital and hardcopy, of all formal procedures.
		Manage official onboarding procedures and trainings for all new staff to ensure all new hires receive proper, complete, and consistent information.
		Assist the Director and Assistant Director with necessary tasks, including preparing staff meeting agendas and minutes, updating and maintaining in-house records, and putting together the monthly warrants.
		Coordinate annual safety and emergency preparedness trainings, such as fire drills, CPR certifications, and AED trainings, for library staff.
		Review, update, and maintain all library personnel handbooks, including New Employee Handbook and Emergency Protocols Handbook.
		Review, update, and maintain all library informational brochures, including History of Middleton, Flint Public Library information and services, and Museum Passes.
		Manage membership for discounted passes to local museums and attractions, assessing their use and determining if membership should be renewed or canceled. Identify new options for pass offerings, and monitor use to determine value.
		Provide Circulation Desk coverage as needed.
		Provide Sunday coverage in rotation.