

Flint Public Library Priority Request #2 – Two Part-Time Circulation Assistants

General Information

Funding Package Name *

Supplemental Request for 2 Part-time Circulation Assistants

41

Department *

Library

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Description *

Request for two part-time Circulation Assistants to provide circulation desk and program coverage, and Sunday coverage in rotation. Assist in vital patron services, including circulation of materials, technology assistance, and issuing library cards.

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Justification Type

Personnel Requests (Add. Pay/Benefits) X

Justification Details

Circulation Assistants provide vital coverage and services in the library. They serve patrons and assist staff to complete necessary tasks such as processing overdue notices, item deselection projects, circulation duties, and processing of library materials to make items available for circulation to the public. Circulation Assistants also provide necessary staffing coverage during evenings and Sundays. Currently, we have gaps in staff coverage in the afternoons, evenings, and Sundays.

10

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
PART TIME	0010-6-610-0-1-00-0...			\$29,790.00
PART TIME Itemization	0010-6-610-0-1-00-0...	1	\$29,790.00	\$29,790.00
OVERTIME	0010-6-610-0-1-00-0...			\$0.00
OVERTIME Itemization 1	0010-6-610-0-1-00-0...	1	\$0.00	\$0.00
Totals Expenses				\$29,790.00

Flint Public Library		
FY 2026 Supplemental Budget Request:		
Two (2) Part-time Circulation Assistants		
\$29,790	Circulation Assistant x 2 (\$23.87) 12 hours/week each	
	Overview	
	This request is for two (2) part-time positions. 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
	Circulation Assistants provide vital coverage and services in the library. Not only do they serve patrons, but they also assist staff to complete necessary tasks such as processing overdue notices, item deselection projects, circulation duties, and processing of library materials to make items available for circulation to the public. Circulation Assistants also provide necessary staffing coverage during evenings and Sundays. Currently, we have inadequate Sunday coverage and a gap in Circulation Assistants in the afternoon. Additional Circulation Assistants would not only fill the coverage gap from 2:00-5:00 PM Monday-Thursday and evening hours from 5:00-8:00 PM, but also provide Sunday coverage in rotation.	Perform work at the circulation desk including, check materials in and out, issue library cards, answer directional questions, assist patrons with basic instructions on the use of the computer catalogs, telephone patrons when reserve materials are received, assist patrons on the use of the photocopier, collect fines, answer the telephone, and empty the book drop.
		Operate technology at and around the circulation desk including computers, printers and copiers; instruct patrons in using the public copier if needed.
		Assist patrons in locating materials as needed
		Assist in the processing of new library materials, ensuring they are ready to be circulated to the public.
		Provide Circulation Desk coverage as needed.
		Provide Sunday coverage in rotation.