

Imperial City Library Board of Trustees
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STAFF REPORT

Agenda Item No. E-2

To: Imperial Public Library Board

From: Director of Community Services, Ember Haller

Date: August 5, 2022

Subject: Limited Term Full-Time Position of Literacy Coordinator

Summary/Background:

The Imperial Public Library applied for and received two grants that include funding for a part-time literacy coordinator for each grant. The library currently employs a limited-term part-time literacy coordinator who has been actively involved with both grants since the application process. The coordinator has demonstrated ability to manage both grant projects through her implementation of activities for both grant projects, maintaining required records, assisting with narrative and financial reports, and ensuring the grants' terms and conditions are met.

The 2022-2023 Municipal Budget includes the two part-time limited-term literacy coordinator positions funded through the grants; the position only exists on the part-time salary schedule. In order to convert the two part-time positions to one full-time position City Council will need to adopt the reclassification of Literacy Coordinator and add the limited-term full-time position to the teamsters' salary schedule.

A fully benefited cost of the full-time position has been calculated and a budget modification will be made to the grants to move the required additional funding to support the salaries/wages/benefits. There will be no impact to the general budget.

Recommendation:

It is requested the Library Board provide the recommendation to City Council to adopt the reclassification of Literacy Coordinator and add the limited-term full-time position to the teamsters' salary schedule.