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**RFP ADDENDUM #1**

Date of Addendum: January 15, 2025

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

**Titles, Grades and Exempt Status chart**

The Titles, Grades, and Exempt Status chart link in the RFP corresponds to the Salary Scale. However, the Titles, Grades, and Exempt Status chart has been included in this addendum for reference.

TITLES, GRADES AND EXEMPT/NON-EXEMPT STATUS  
Effective January 15, 2025

<b>Position</b>	<b>Grade</b>	<b>Exempt/Non-Exempt</b>
Accountant	G09	Exempt
Acquisitions Supervisor	G04	Non-Exempt
Administrative Aide	G03	Non-Exempt
Administrative Assistant	G06	Non-Exempt
Adult and Senior Services Specialist	G09	Exempt
Area Director	G14	Exempt
Benefits Specialist	G09	Exempt
Bilingual Program and Outreach Associate	G06	Non-Exempt
Branch Manager	G11	Exempt
Buildings and Groundskeeper	G01	Non-Exempt
Buildings and Groundskeeper Assistant Supervisor	G04	Non-Exempt
Buildings and Groundskeeper Supervisor	G07	Non-Exempt
Business Analytics Manager	G11	Exempt
Call Center Supervisor	G11	Exempt
Carpentry Mechanic	G08	Non-Exempt
Chief Executive Officer	N/A	Exempt
Chief Operating Officer for Communication & Outreach	G16	Exempt
Chief Operating Officer for Public Services	G16	Exempt
Circulation Assistant	G02	Non-Exempt
Circulation Services Specialist	G09	Non-Exempt
Circulation Supervisor I	G05	Non-Exempt
Circulation Supervisor II	G06	Non-Exempt
Circulation Supervisor III	G07	Non-Exempt
Collection Development Specialist I	G08	Non-Exempt
Communications Manager	G11	Exempt
Communications Specialist	G09	Exempt
Database Administrator	G11	Exempt
Director of Collection Strategies	G14	Exempt
Director of Development and Donor Engagement	G11	Exempt
Director of Finance and Budget	G14	Exempt
Director of Information Technology	G14	Exempt
Director of Talent and Culture	G14	Exempt
Driver	G02	Non-Exempt
Employee and Labor Relations Manager	G11	Exempt
Executive Assistant	G07	Exempt
Executive Director	G15	Exempt
Facilities Manager	G12	Exempt
Family Literacy Specialist	G09	Exempt
Graphic Design Specialist	G07	Non-Exempt
Information Technology Technician	G06	Non-Exempt
Information Technology Specialist	G08	Exempt
Lead Maintenance Mechanic	G08	Non-Exempt

Librarian I	G08	Non-Exempt
Librarian II	G09	Exempt
Librarian III	G10	Exempt
Librarian III - Electronic Resources	G10	Exempt
Librarian III - Technical Services	G10	Exempt
Library Associate I	G05	Non-Exempt
Library Associate II	G06	Non-Exempt
Logistics Supervisor	G07	Non-Exempt
Maintenance Assistant	G02	Non-Exempt
Maintenance Mechanic	G07	Non-Exempt
Marketing Specialist	G09	Exempt
Materials Management Specialist - ILL	G07	Non-Exempt
Materials Management Assistant I	G02	Non-Exempt
Materials Management Assistant II	G02	Non-Exempt
Media Production Specialist	G09	Exempt
Outreach and Partnership Specialist	G07	Exempt
Payroll Specialist	G07	Exempt
Processing Supervisor	G03	Non-Exempt
Procurement Specialist	G9	Exempt
Program Services Manager	G11	Exempt
Project Manager	G11	Exempt
Public Services Specialist I	G08	Non-Exempt
Public Services Specialist II	G09	Exempt
Public Services Specialist III	G10	Exempt
Receptionist	G02	Non-Exempt
Safety and Security Supervisor	G09	Exempt
Staff Development Coordinator	G09	Exempt
Staffing Specialist	G09	Exempt
Systems Administrator I	G10	Exempt
Systems Administrator II	G11	Exempt
Technology Assistant	G02	Non-Exempt
Teen Services Specialist	G09	Exempt
Web Development and Content Specialist	G08	Exempt

**END OF ADDENDUM**