

MEMO

To: RPL Board

From: Nick Demske, Library Director

Date: January 14th, 2026

Subject: Potential Regrade of Circulation Clerk II role

Dear RPL Trustees,

When we did our recent compensation study, the circulation clerk II role was not evaluated because, at the time, it was vacant and there is only one person who holds the position. Now that we've gotten the results, and a new person is in the position, we just need to align the position with the others that have been updated.

The Circ Clerk II role is, for all intents and purposes, exactly the same as the circ clerk I role, it just works on the bookmobile instead of in the library. It was graded at a D previously. The other circ clerk roles are graded at a C. I am recommending that this role be aligned with the others and be graded at a C going forward. This will not impact the current pay of the incumbent working this role.

Thanks and let us know if you have any questions,

Nick Demske

RPL Executive Director