

# MEMO

To: RPL Board of Trustees

From: Nick Demske, Library Director

Date: December 18th, 2025

Subject: Compensation Study Final Details

Dear RPL Trustees,

As we gear up to implement in 2026 the compensation study you all approved a few months ago, there are two details we wanted to make certain were board approved, since they are kind of outliers in the process.

First, there is one role where we do not plan to implement the recommendations of the compensation study. This is the role of **Public Services Assistant**, which we have several of. Because this role is unique in a number of ways here--it is paid at a premium compared to other roles doing similar work because it is guaranteed no hours per week and does not receive the benefits that every other part time role receives--we don't believe it makes sense to follow the recommendations of the compensation study for this particular role (which were to drop it down multiple grades). Instead, we are planning to cycle this role out and, for new hires, to move towards a new role that does include standard benefits and aligns more with the pay of similar roles, instead. If the board is amenable to this, we will bring a position description for this new role to the Finance and Personnel committee at their first 2026 meeting. In the meantime, all of our PSAs will receive the flat 1% COLA increase that the other City of Racine employees will be receiving this year.

Second, as compensation studies often do, this study benefitted the vast majority of our employees, but freezes the pay of the employees who are "stepped out" on our 11 step pay scale. This will have an adverse effect on 8 long-serving staff members. It doesn't decrease their pay but, because it does freeze their pay until the new pay scale catches up with them, it means they are ineligible for the 1% COLA increase all other city staff will receive this year.

In the Compensation Study Executive Summary, the consultants did submit a recommendation for how to minimize this adversity to these staff members:

*“This implementation strategy may result in employees transitioning into the City structure at or above the max pay. In these situations, the Library could consider issuing a one-time, non-base building increase equivalent to the minimum percent identified in the implementation strategy. For example, if it’s determined that employees will transition to the City structure at the step that provides at least a 2.5% increase, then these employees would receive a one-time, non-base building increase equal to 2.5% of their current salary.”*

Thus, I am recommending the board approve a non-base building 1% increase to be issued as a one-time payout in the first month of 2026 to these employees. The total cost would be \$5,076.02 for all (not each) of the 8 employees and we have enough funds to cover this in the 2026 salaries already.

Thanks for your consideration and I look forward to any questions you might have,

Nick Demske  
Executive Director