

Phoenicia Library Director's Report on October 2021

Delivered by Elizabeth Potter on November 18, 2021

Where are we financially in 2021?

We will end with a minimum of \$36,000 surplus. Most of it is from the PPP grant, \$58,000 realized income. In 2022, we will be getting a large federal rebate on payroll taxes for some of our quarters (amount undetermined)

Short Term disability for Francesca Warnes

Covering wages not covered by NYS short term disability for Francesca Warnes. with discussion of new policy on same. Liz consulted with a lawyer specializing in libraries, our accountant and our insurance agency.

Background: We have no library policy/procedure for what to do when long time staff is unable to work.

- When another staff member had cancer and was out for 6 weeks, we made ad hoc plan to cover the portion of her salary not covered by disability.
- Ad hoc or case by case benefits are not good because they open up the library to complaints of not being fair, according to lawyer Ellen Bach and our accountant.
- However, since we have an emergency, we can create (according to the lawyer) an ad hoc plan for Francesca without creating a legal precedent, with the proviso we are in the process of making a library policy.

What insurance is there available for staff who are unable to work

- NYS disability insurance provides a weak safety net
 - Currently the staff is covered by our NYS short term disability policy for when they are unable to work as determined by a doctor. The statutory amount is \$340 per 2 weeks.
 - For P/T and F/T employees who have worked for the library five or more years, we want to augment that so the staff member has full wages during the time of serious illness such as hospitalization, surgery etc.
 - Scot Hastie, our agent, has our payroll information and see what the most cost effective amount would work for our situation. Probably the cheapest option if we want to ensure ourselves more

- It's also available for all staff, regardless of amount of time worked. Our policy of supplementing this probably wouldn't kick in for 3-5 years.

Private disability insurance

- Suggested by Jen to investigate, Scot Hastie is getting us a quote. It is based on age, smoking status of each employee. I asked for quote on all staff, and then just staff who has worked for over 5 years.

ACTION ITEM:

Since Francesca Warnes has been at the library for 5 years or more P/T or F/T, and is deemed unable to work by a doctor and will receive NYS short term disability, the library will receive the disability for them and pay the remaining portion of their wages for as long as they qualify for NYS short term disability, (currently up to 6 months). During this 6 month period the library will work with the employee as advised by a doctor as they transition back to their regular schedule so as the full wage is paid when partial time is worked for a reasonable period. The library currently has no policy but is investigating a formalizing this for employees over certain number of years of service.

Cost: Net \$1000 per month for Francesca who presents probably our most expensive employee because she works the most hours.

- Per pay period Francesca earns \$648 for 52 hours (she works 4 days a week, more than all other P/T staff)
- This costs the library \$850, with all taxes (per pay period)
- Disability will cover \$340 of this (per pay period)
- Total cost per month to library - \$1000.

ACTION ITEM End of Year Bonus - two parts

Part 1

The staff will receive in December their annual retention bonus of one pay period.

Part 2

In addition, the staff will receive a retroactive COLA raise of 6% for 2021 because of 6.2% rate of inflation and wages lower than average for their job specifications. The library is planning at a minimum a 6% COLA increase in 2022.

Total cost of end of year bonus plus retroactive raise:

One pay period retention bonus: \$5900 (including taxes)

6% retroactive COLA raise: \$9,165

TOTAL: \$15,065

ACTION ITEM: pre-approve emergency replacement of 2nd floor mini-split which cannot be repaired. Estimated price from Andy Love (Nick's plumbing sub who has been servicing/repairing our units since we fired Radiant): \$4500 mini-split plus outside condenser. Labor and other \$1500? \$6000. Maybe one with some more umph.

General Library

- **Shandaken** cases at 10 on 11/15/21, Ulster an area of "substantial" spread with 5.5% positivity average for the last week, with school having 10 cases, and 22 on quarantine.
- **Testing:** Got ten covid tests for senior residence, and more tight fitting masks.

Budget Preview

Won't be presented til December, after passing through the finance committee.

Looking at:

- 6% COLA increase for staff
- Plus 2, 4 or 6% on top of that for actual raises to be more in line with what beginning librarians are being paid in Ulster County.
- If we do a 4% raise, we get our minimum for staff here 3 years to 6 years: ~\$16.50
- (For new employees would be \$15.75)