

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - AT-A-GLANCE

v 4 Reflects updates based on finalized local funding figures and requires a Board vote.

1) Salary expenditures have been updated with evenings resuming January 1, 2022 at all locations in Fredericksburg and Stafford; Spotsylvania did not fund the cost to resume evening hours at their branches.

2) The Benefits line item has been updated to reflect the renewal rates of our health insurance plans. In addition, anticipated monies collected through employee contributions to health insurance have been included resulting in a significant line item reduction.

3) The Programming line item has been reduced to reflect an adjustment to IdeaSpace; those costs will now be paid out of Equipment and General Supplies.

4) The Furniture and Equipment line item has been divided into two individual categories.

5) The Equipment line item has been increased by \$70,000 for necessary equipment upgrades.

v 3 Adjusted the budget to account for evenings resuming January 1, 2022, the prepayment of deferred rent at the LAC, and an expected decrease in funding from the Library of Virginia.

v 2 Added additional reporting information requested during Library meetings with regional Budget Managers.

v 1 Original request presented to Board on September 14, 2020 and approved on September 14, 2020.

CRRL's overall budget request for FY22 is 0.97% more than FY21. This budget is \$411,774 less than FY20.

Localities - Circulation percentages are calculated using the most recent full calendar year of statistics; the FY22 budget uses calendar year 2019 circulation figures.

Fredericksburg:

* Fredericksburg's use decreased to 12.10% of CRRL's total circulation resulting in a nearly level FY22 request; their overall budget increase was 0.01%. Fredericksburg fully funded CRRL's FY22 budget request.

Spotsylvania:

* Spotsylvania's percentage of use increased to 40%. The circulation increase can be attributed to the opening of the Spotsylvania Towne Centre branch in August 2018, the Berkeley satellite location in early 2018 and the launch of the Partlow satellite location in 2019. The 2019 circulation report represents the first full year of statistics including these locations.

* Spotsylvania level-funded CRRL for FY22.

Stafford:

* Stafford residents account for 47.9% of the total circulation, down slightly over 2018. Their overall budget increase is 1.90%. Stafford fully funded CRRL's FY22 budget request.

Westmoreland:

* Westmoreland's total increase for FY22 is 4.56%.

* The funding request is calculated by increasing the previous year's funding by the CPI available and adding in the increased amounts of salaries and benefits for Westmoreland branch employees. Westmoreland fully funded CRRL's FY22 budget request.

Books and Materials -

* Circulation of all e-materials rose nearly 40% in FY20; e-videos increased almost 70%! E-Materials increased 35.31% in calendar year 2019.

* The Books and Materials line item was increased slightly in FY21 due to increased State Aid funding. It remains level for FY22.

Salaries -

* CRRL's FY21 salary budget was reduced by nearly 13% in order to meet budget shortfalls. The FY22 salary line item is an increase of only 3.19% over FY21 and is \$1,093,691 less than the approved FY20 budget.

* The FY22 budget includes the following:

- 1.5% COLA salary increase, effective July 1, 2021.

- Adjustment to the Page salary scale to meet the State of Virginia mandated increase of the minimum wage to \$11.00 per hour.

Benefits -

* The Benefits line item has been updated to reflect the renewal rates of our health insurance plans. In addition, anticipated monies collected through employee contributions to health insurance have been included resulting in a significant line item reduction.

Library Administration Center -

* Due to budget cuts in FY21, a portion of the rent at the LAC was deferred for 12 months. CRRL must begin to pay back the deferred rent in FY22; the repayment contract is 36 months. We are able to begin paying our full rent in March 2021 due to decreased utility and cleaning costs. Thus the deferral time will be reduced by 4 months resulting in a decrease of \$12,000 for the FY22 LAC line item. The LAC line item was last increased in FY20 by just \$10,000.

Other Line Items -

* The Programming line item has been reduced to reflect an adjustment to IdeaSpace; those costs will now be paid out of Equipment and General Supplies.

* The Furniture and Equipment line item has been divided into two individual categories.

* The Equipment line item has been increased by \$70,000 because of anticipated costs to replace copiers at several branches.

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - TOTAL

REVENUE

	<u>FY19 Actual Revenue</u>	<u>FY20 Projected Revenue</u>	<u>FY21 Adopted Revenue</u>	<u>FY22 Proposed Revenue</u>	<u>FY22 Increase/Decrease Over FY21</u>	
City of Fredericksburg	1,300,990	1,439,975	1,363,835	1,364,006	171	0.01%
<i>Operating</i>	1,300,990	1,343,308	1,267,168	1,243,006	(24,162)	-1.91%
<i>Library Administration Center</i>	<i>included in operating</i>	96,667	96,667	121,000	24,333	25.17%
Spotsylvania County	4,812,073	4,547,326	4,307,827	4,307,827	0	0.00%
<i>Operating</i>	4,591,049	4,450,659	4,211,160	4,186,827	(24,333)	-0.58%
<i>Library Administration Center</i>	<i>included in operating</i>	96,667	96,667	121,000	24,333	25.17%
Stafford County	5,301,944	5,531,037	5,276,384	5,376,553	100,169	1.90%
<i>Operating</i>	5,301,944	5,434,370	5,179,717	5,255,553	75,836	1.46%
<i>Library Administration Center</i>	<i>included in operating</i>	96,667	96,667	121,000	24,333	25.17%
Westmoreland County	437,504	459,258	461,774	482,850	21,076	4.56%
<i>Operating</i>	427,504	449,258	451,774	472,850	21,076	4.67%
<i>Cleaning services</i>	10,000	10,000	10,000	10,000	0	0.00%
Commonwealth of Virginia	657,955	693,937	766,588	763,384	(44,993)	-0.42%
<i>Operating</i>	657,955	693,937	766,588	763,384	(44,993)	-0.42%
TOTAL REVENUE	12,510,466	12,671,533	12,176,408	12,294,620	118,212	0.97%

Note: FY20 Projected Revenues reflect requested refunds from Fredericksburg, Spotsylvania, and Stafford as well as Stafford's reduction of their allotment for law fees.

FUND BALANCE

	<u>as of 6/30/2018</u>	<u>as of 6/30/2019</u>	<u>as of 6/30/2020</u>
Assigned	249,976	198,070	0
Unassigned	2,336,574	2,336,574	1,899,596
TOTAL FUND BALANCE	2,586,550	2,534,644	1,899,596

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - TOTAL

EXPENDITURES

	<u>FY19 Actual</u> <u>Expenditure</u>	<u>FY20 Projected</u> <u>Expenditure</u>	<u>FY21 Approved</u> <u>Expenditure</u>	<u>FY22 Proposed</u> <u>Expenditure</u>	<u>FY22 Increase/Decrease</u> <u>Over FY21</u>	
Salaries	7,646,411	8,074,906	6,765,661	6,981,215	215,554	3.19%
Benefits	2,421,410	2,606,344	2,822,918	2,627,569	(195,349)	-6.92%
Professional Services	43,988	38,720	50,000	50,000	0	0.00%
Temporary Services (includes Westmoreland cleaning services)	21,003	18,658	25,000	25,000	0	0.00%
Books & Materials	907,694	1,004,749	1,057,405	1,057,405	0	0.00%
System Upkeep (formerly Utilities)	20,148	37,933	23,400	23,400	0	0.00%
Equipment Contracts	11,144	20,003	30,400	30,400	0	0.00%
Telephone	21,935	42,144	30,000	30,000	0	0.00%
Insurance	20,425	28,616	35,250	35,250	0	0.00%
Publicity	37,334	60,068	50,000	50,000	0	0.00%
Programming	54,600	47,933	90,000	50,000	(40,000)	-44.44%
General Supplies	270,533	198,107	251,627	216,634	(34,993)	-13.91%
Computer Services	520,992	394,356	485,287	485,287	0	0.00%
Vehicle Operation & Maintenance	29,873	21,842	30,000	30,000	0	0.00%
Continuing Education & Staff Training	30,250	48,572	30,000	30,000	0	0.00%
Miscellaneous	6,116	3,128	5,000	5,000	0	0.00%
Institutional Memberships & Professional Dues	13,728	15,564	15,000	15,000	0	0.00%
Furniture*	74,715	198,080	89,460	45,000	(44,460)	-49.70%
Equipment *	-	-	-	144,460	-	-%
Library Administration Center	332,514	322,532	290,000	363,000	73,000	25.17%
Berkeley Satellite Library**	40,000	-	-	-	-	-%
OPERATING EXPENDITURES	12,524,813	13,182,253	12,176,408	12,294,620	118,212	0.97%

* Prior to the FY22 budget, Furniture & Equipment were a single category.

**Berkeley Satellite Library was budgeted separately during FY19 due to separate funding from Spotsylvania for its first year of operation. Beginning in FY20, the location's expenditures were rolled into other line items.

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - LOCAL

REVENUE

	<u>FY19 Actual Revenue</u>	<u>FY20 Projected Revenue</u>	<u>FY21 Approved Revenue</u>	<u>FY22 Proposed Revenue</u>	<u>FY22 Increase/Decrease Over FY21</u>	
City of Fredericksburg	1,300,990	1,439,975	1,363,835	1,364,006	171	0.01%
<i>Operating</i>	1,300,990	1,343,308	1,267,168	1,243,006	(24,162)	-1.91%
<i>Library Administration Center</i>	<i>included in operating</i>	96,667	96,667	121,000	24,333	25.17%
Spotsylvania County	4,812,073	4,547,326	4,307,827	4,307,827	0	0.00%
<i>Operating</i>	4,591,049	4,450,659	4,211,160	4,186,827	(24,333)	-0.58%
<i>Library Administration Center</i>	<i>included in operating</i>	96,667	96,667	121,000	24,333	25.17%
Stafford County	5,301,944	5,565,898	5,276,384	5,376,553	100,169	1.90%
<i>Operating</i>	5,301,944	5,469,231	5,179,717	5,255,553	75,836	1.46%
<i>Library Administration Center</i>	<i>included in operating</i>	96,667	96,667	121,000	24,333	25.17%
Westmoreland County	437,504	459,258	461,774	482,850	21,076	4.56%
<i>Operating</i>	427,504	449,258	451,774	472,850	21,076	4.67%
<i>Cleaning services</i>	10,000	10,000	10,000	10,000	0	0.00%
TOTAL REVENUE	11,852,511	12,012,457	11,409,820	11,531,236	121,416	1.06%

Note: FY20 Projected Revenues are unaudited as of 11/2020.

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - LOCAL

EXPENDITURES

	<u>FY19 Actual</u> <u>Expenditure</u>	<u>FY20 Projected</u> <u>Expenditure</u>	<u>FY21 Approved</u> <u>Expenditure</u>	<u>FY22 Proposed</u> <u>Expenditure</u>	<u>FY22 Increase/Decrease</u> <u>Over FY21</u>	
Salaries	7,646,411	8,074,906	6,765,661	6,981,215	215,554	3.19%
Benefits	2,421,410	2,606,344	2,822,918	2,627,569	(195,349)	-6.92%
Professional Services	43,988	38,720	50,000	50,000	0	0.00%
Temporary Services (includes Westmoreland cleaning services)	21,003	18,658	25,000	25,000	0	0.00%
Books & Materials	249,739	310,812	290,817	294,021	3,204	1.10%
System Upkeep (formerly Utilities)	20,148	37,933	23,400	23,400	0	0.00%
Equipment Contracts	11,144	20,003	30,400	30,400	0	0.00%
Telephone	21,935	42,144	30,000	30,000	0	0.00%
Insurance	20,425	28,616	35,250	35,250	0	0.00%
Publicity	37,334	60,068	50,000	50,000	0	0.00%
Programming	54,600	47,933	90,000	50,000	(40,000)	-44.44%
General Supplies	270,533	198,107	251,627	216,634	(34,993)	-13.91%
Computer Services	520,992	394,356	485,287	485,287	0	0.00%
Vehicle Operation & Maintenance	29,873	21,842	30,000	30,000	0	0.00%
Continuing Education & Staff Training	30,250	48,572	30,000	30,000	0	0.00%
Miscellaneous	6,116	3,128	5,000	5,000	0	0.00%
Institutional Memberships & Professional Dues	13,728	15,564	15,000	15,000	0	0.00%
Furniture	74,715	198,080	89,460	45,000	(44,460)	-49.70%
Equipment				144,460		
Library Administration Center	332,514	322,532	290,000	363,000	73,000	25.17%
Berkeley Satellite Library*	40,000	-	-	-	-	-%
OPERATING EXPENDITURES	11,866,858	12,488,318	11,409,820	11,531,236	121,416	1.06%

*Berkeley Satellite Library was budgeted separately during FY19 due to separate funding from Spotsylvania for its first year of operation. Beginning in FY20, the location's expenditures were rolled into other line items.
 Note: FY20 Projected Expenditures are unaudited as of 11/2020.

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - STATE AID

REVENUE

	<u>FY19 Actual Revenue</u>	<u>FY20 Projected Revenue</u>	<u>FY21 Approved Revenue</u>	<u>FY22 Proposed Revenue</u>	<u>FY22 Increase/Decrease Over FY21</u>	
Commonwealth of Virginia	657,955	693,937	766,588	763,384	(3,204)	-0.42%
<i>Operating</i>	657,955	693,937	766,588	763,384	(3,204)	-0.42%
TOTAL REVENUE	657,955	693,937	766,588	763,384	(3,204)	-0.42%

Note: FY20 Projected Revenue is unaudited as of 11/2020.

EXPENDITURES

	<u>FY19 Actual Expenditure</u>	<u>FY20 Projected Expenditure</u>	<u>FY21 Approved Expenditure</u>	<u>FY22 Proposed Expenditure</u>	<u>FY22 Increase/Decrease Over FY21</u>	
Books & Materials	657,955	693,937	766,588	763,384	(3,204)	-0.42%
OPERATING EXPENDITURES	657,955	693,937	766,588	763,384	(3,204)	-0.42%

Note: FY20 Projected Expenditures are unaudited as of 11/2020.

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - BENEFITS

BENEFIT CATEGORIES

FICA	529,580	7.65% <i>FT/PT salaries</i>
Medical/dental/HSA insurance	1,472,247	<i>FY22 renewal rates</i>
Dental insurance	85,956	<i>FY22 renewal rates</i>
Vision insurance	16,884	<i>FY22 renewal rates</i>
VRS	438,137	8.64% <i>FT salaries multiplied by percentage</i>
Life insurance	67,952	1.34% <i>FT salaries multiplied by percentage</i>
PEHP	50,710	1.00% <i>FT salaries multiplied by percentage</i>
	2,661,466	

OTHER BENEFITS - based on actual expenses

Cash match	75,000
Flu shots	2,000
EAP	10,000
Workers' comp	2,000
Unemployment	2,000
	<hr/> 91,000

FY22 Projected Benefits Expense	2,752,466
FY22 Estimated employee contributions (health insurance)	124,897
TOTAL FY22 PROPOSED BENEFITS	2,627,569

FY22 FT/PT SALARY (PROPOSED)	6,922,619
FY22 TRAINING/SUBS (PROPOSED)	58,596
TOTAL BUDGETED FY22 SALARIES	6,981,215
FT salaries (PROPOSED)	5,071,032

**CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - PERSONNEL**

Note: FTEs are based on budgeted hours and may not reflect the number of employees actually working at a location; most CRRL employees work at multiple library branches.

Library Administration Center

Position grade	FTE	FT/PT Status
DIR	1.00	FT
DEP DIR	1.00	FT
ASST DIR	1.00	FT
LIBIV	4.00	FT
LIBII	3.00	FT
LIBI	2.00	FT
LAIV	5.00	FT
LAIII	10.00	FT
LAII	7.00	FT
LAI	2.00	FT
LCI	3.00	FT
LAII	1.13	PT
LCI	4.31	PT
Page	0.56	PT

Fredericksburg branch

Position grade	FTE	FT/PT Status
LIBIII	1.00	FT
LIBII	2.00	FT
LIBI	3.00	FT
LAIII	1.00	FT
LAII	3.00	FT
LCII	1.00	FT
LAII	5.47	PT
LCII	0.59	PT
LAI	0.50	PT
LCI	4.24	PT
Page	1.59	PT

Howell branch

Position grade	FTE	FT/PT Status
LIBIII	1.00	FT
LIBII	2.00	FT
LIBI	3.00	FT
LAIII	1.00	FT
LAII	3.51	FT
LCII	0.05	FT
LAII	4.17	PT
LAI	0.50	PT
LCII	0.05	PT
LCI	2.40	PT
Page	1.24	PT

Porter branch

Position grade	FTE	FT/PT Status
LIBIII	1.00	FT
LIBII	2.00	FT
LIBI	3.00	FT
LAIII	1.00	FT
LAII	3.00	FT
LAI	1.00	FT
LCII	1.00	FT
LAII	4.29	PT
LCII	0.31	PT
LCI	4.45	PT
Page	1.53	PT

Salem Church branch

Position grade	FTE	FT/PT Status
LIBIII	1.00	FT
LIBII	2.00	FT
LIBI	3.00	FT
LAIII	1.00	FT
LAII	3.00	FT
LAI	1.00	FT
LCII	1.00	FT
LCI	1.00	FT
LAII	4.17	PT
LAI	0.50	PT
LCII	0.49	PT
LCI	3.01	PT
Page	1.46	PT

Snow branch

Position grade	FTE	FT/PT Status
LIBII	1.00	FT
LAII	1.00	FT
LAII	2.00	PT
LCI	2.31	PT
Page	0.28	PT

Spotsylvania Towne Centre branch

Position grade	FTE	FT/PT Status
LIBII	1.00	FT
LAII	2.00	FT
LAII	0.41	PT
LCI	2.03	PT

Fried Center

Position grade	FTE	FT/PT Status
LAII	0.69	PT
LCI	0.10	PT

Cooper branch

Position grade	FTE	FT/PT Status
LAII	0.80	PT
LCI	0.82	PT

Newton branch

Position grade	FTE	FT/PT Status
LA II/2	0.71	PT
LC I/1	0.56	PT

IdeaSpace

Position grade	FTE	FT/PT Status
LAII	0.95	PT

Montross branch

Position grade	FTE	FT/PT Status
LAII	0.61	PT
LCI	0.79	PT

Cooper/Montross/Newton

Position grade	FTE	FT/PT Status
LAIII	1.00	FT

TOTAL 151.55

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - SALARY SCALE (FULL-TIME)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Director	82,612	84,677	86,794	88,964	91,188	93,468	95,804	98,200	100,655	103,171	105,750	108,394	111,104	113,881	116,728
Deputy Director	74,928	76,802	78,722	80,690	82,707	84,775	86,894	89,066	91,293	93,575	95,915	98,312	100,770	103,290	105,872
Assistant Director	67,966	69,666	71,407	73,192	75,022	76,898	78,820	80,791	82,810	84,881	87,003	89,178	91,407	93,692	96,035
Librarian IV	64,727	66,345	68,003	69,703	71,446	73,232	75,063	76,940	78,863	80,835	82,855	84,927	87,050	89,226	91,457
Librarian III	58,711	60,178	61,683	63,225	64,806	66,426	68,086	69,789	71,533	73,322	75,155	77,033	78,959	80,933	82,957
Librarian II	53,249	54,580	55,945	57,343	58,777	60,246	61,752	63,296	64,879	66,501	68,163	69,867	71,614	73,404	75,239
Librarian I	49,859	51,105	52,383	53,693	55,035	56,411	57,821	59,266	60,748	62,267	63,824	65,419	67,055	68,731	70,449
Library Assistant IV	47,485	48,672	49,889	51,136	52,414	53,725	55,068	56,444	57,856	59,302	60,784	62,304	63,862	65,458	67,095
Library Assistant III	42,196	43,250	44,332	45,440	46,576	47,740	48,934	50,157	51,411	52,696	54,014	55,364	56,748	58,167	59,621
Library Assistant II	39,065	40,042	41,043	42,069	43,121	44,199	45,304	46,436	47,597	48,787	50,007	51,257	52,539	53,852	55,198
Library Assistant I	35,433	36,318	37,226	38,157	39,111	40,089	41,091	42,118	43,171	44,251	45,357	46,491	47,653	48,844	50,065
Library Clerk II	32,139	32,942	33,766	34,610	35,475	36,362	37,271	38,203	39,158	40,137	41,141	42,169	43,223	44,304	45,412
Library Clerk I	29,152	29,881	30,628	31,393	32,178	32,983	33,807	34,652	35,519	36,407	37,317	38,250	39,206	40,186	41,191
Grade	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
Director	119,647	122,638	125,704	128,846	132,067	135,369	138,753	142,222	145,778	149,422	153,158	156,987	160,911	164,934	169,058
Deputy Director	108,519	111,232	114,012	116,863	119,784	122,779	125,848	128,994	132,219	135,525	138,913	142,386	145,945	149,594	153,334
Assistant Director	98,436	100,897	103,419	106,004	108,655	111,371	114,155	117,009	119,934	122,933	126,006	129,156	132,385	135,695	139,087
Librarian IV	93,743	96,087	98,489	100,951	103,475	106,062	108,714	111,431	114,217	117,073	119,999	122,999	126,074	129,226	132,457
Librarian III	85,031	87,156	89,335	91,569	93,858	96,204	98,609	101,075	103,601	106,191	108,846	111,567	114,357	117,216	120,146
Librarian II	77,120	79,048	81,025	83,050	85,126	87,255	89,436	91,672	93,964	96,313	98,721	101,189	103,718	106,311	108,969
Librarian I	72,210	74,016	75,866	77,763	79,707	81,699	83,742	85,836	87,981	90,181	92,435	94,746	97,115	99,543	102,031
Library Assistant IV	68,772	70,491	72,254	74,060	75,911	77,809	79,755	81,748	83,792	85,887	88,034	90,235	92,491	94,803	97,173
Library Assistant III	61,112	62,640	64,206	65,811	67,456	69,142	70,871	72,643	74,459	76,320	78,228	80,184	82,189	84,243	86,349
Library Assistant II	56,578	57,993	59,443	60,929	62,452	64,013	65,613	67,254	68,935	70,658	72,425	74,236	76,091	77,994	79,944
Library Assistant I	51,317	52,600	53,915	55,263	56,644	58,060	59,512	61,000	62,525	64,088	65,690	67,332	69,016	70,741	72,510
Library Clerk II	46,547	47,710	48,903	50,126	51,379	52,663	53,980	55,330	56,713	58,131	59,584	61,073	62,600	64,165	65,769
Library Clerk I	42,221	43,276	44,358	45,467	46,604	47,769	48,963	50,187	51,442	52,728	54,046	55,397	56,782	58,201	59,656

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - SALARY SCALE (PART-TIME)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Librarian I	22.65	23.22	23.80	24.40	25.01	25.63	26.27	26.93	27.60	28.29	29.00	29.73	30.47	31.23	32.01
Library Assistant IV	21.57	22.11	22.66	23.23	23.81	24.40	25.01	25.64	26.28	26.94	27.61	28.30	29.01	29.73	30.48
Library Assistant III	19.17	19.65	20.14	20.65	21.16	21.69	22.24	22.79	23.36	23.94	24.54	25.16	25.79	26.43	27.09
Library Assistant II	17.74	18.19	18.64	19.11	19.58	20.07	20.58	21.09	21.62	22.16	22.71	23.28	23.86	24.46	25.07
Library Assistant I	16.10	16.50	16.91	17.34	17.77	18.21	18.67	19.14	19.61	20.10	20.61	21.12	21.65	22.19	22.75
Library Clerk II	14.61	14.97	15.35	15.73	16.12	16.53	16.94	17.36	17.80	18.24	18.70	19.16	19.64	20.13	20.64
Library Clerk I	13.25	13.58	13.92	14.26	14.62	14.99	15.36	15.75	16.14	16.54	16.96	17.38	17.81	18.26	18.72
Page*	11.00	11.28	11.56	11.85	12.14	12.45	12.76	13.08	13.40	13.74	14.08	14.43	14.79	15.16	15.54
Grade	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
Librarian I	32.81	33.63	34.47	35.33	36.22	37.12	38.05	39.00	39.98	40.98	42.00	43.05	44.13	45.23	46.36
Library Assistant IV	31.24	32.02	32.82	33.64	34.48	35.34	36.23	37.13	38.06	39.01	39.99	40.99	42.01	43.06	44.14
Library Assistant III	27.77	28.46	29.17	29.90	30.65	31.42	32.20	33.01	33.83	34.68	35.55	36.43	37.35	38.28	39.24
Library Assistant II	25.70	26.34	27.00	27.67	28.36	29.07	29.80	30.54	31.31	32.09	32.89	33.72	34.56	35.42	36.31
Library Assistant I	23.31	23.90	24.49	25.11	25.73	26.38	27.04	27.71	28.41	29.12	29.84	30.59	31.36	32.14	32.94
Library Clerk II	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.15	25.77	26.42	27.08	27.76	28.45	29.16	29.89
Library Clerk I	19.18	19.66	20.15	20.66	21.18	21.70	22.25	22.80	23.37	23.96	24.56	25.17	25.80	26.45	27.11
Page*	15.93	16.33	16.74	17.16	17.59	18.02	18.48	18.94	19.41	19.90	20.39	20.90	21.43	21.96	22.51

*mandated minimum wage increase

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - LOCALITIES

Circulation refers to items checked out by library borrowers. Circulation is automatically generated when an item is checked out or renewed by a customer whether it is a physical item or an electronic one.

Fredericksburg, Spotsylvania, and Stafford -

In calculating the percentage of use for Fredericksburg, Spotsylvania, and Stafford based on circulation, only the circulation for those localities is examined. Use by residents of other jurisdictions is excluded from the calculation. The most recent complete calendar year of circulation is used to calculate use percentages.

	FY20		FY21		FY22	
Jurisdiction	<u>CY17 Actual</u>	<u>% of use</u>	<u>CY18 Actual</u>	<u>% of use</u>	<u>CY19 Actual</u>	<u>% of use</u>
Fredericksburg	456,970	11.93%	455,632	12.42%	441,940	12.10%
Spotsylvania	1,514,025	39.51%	1,451,682	39.56%	1,460,952	40.00%
Stafford	1,860,528	48.56%	1,761,824	48.02%	1,749,639	47.90%

Westmoreland -

Westmoreland County's funding is based on the locality's previous fiscal year funding plus the increase amount of salaries and benefits, increased by the most current CPI. They also contribute an additional \$10,000 for cleaning of their branches.

	FY20			FY21			FY22		
	<u>FY19 funding</u>	<u>Salary/benefits increase</u>	<u>CPI %</u>	<u>FY20 funding</u>	<u>Salary/benefits increase</u>	<u>CPI %</u>	<u>FY21 funding</u>	<u>Salary/benefits increase</u>	<u>CPI%</u>
Westmoreland	\$427,504	\$12,777	2.10%	\$449,258	\$19,631	1.60%	\$461,774	\$6,432	1.00%

CENTRAL RAPPAHANNOCK REGIONAL LIBRARY
FY22 PROPOSED OPERATING BUDGET v 4 - LINE ITEM DETAIL

<u>Expenditure Categories</u>	<u>FY19 Actual Expenditure</u>	<u>FY20 Projected Expenditure</u>	<u>FY21 Approved Expenditure</u>	<u>FY22 Proposed Expenditure</u>	<u>Explanation for FY22 increase</u>	<u>FY22 Compared to FY21</u>
Salaries	7,646,411	8,074,906	6,765,661	6,981,215	1.5% COLA increase, adjustment to Page scale to meet State mandated increase to minimum wage.	215,554
Benefits	2,421,410	2,606,344	2,822,918	2,627,569	4% increase to health insurance; applied employee health insurance contributions.	(195,349)
Professional Services	43,988	38,720	50,000	50,000	No change.	0
Temporary Services (includes Westmoreland cleaning services)	21,003	18,658	25,000	25,000	No change.	0
Books & Materials	907,694	1,004,749	1,057,405	1,057,405	No change.	0
System Upkeep	20,148	37,933	23,400	23,400	No change.	0
Equipment Contracts	11,144	20,003	30,400	30,400	No change.	0
Telephone	21,935	42,144	30,000	30,000	No change.	0
Insurance	20,425	28,616	35,250	35,250	No change.	0
Publicity	37,334	60,068	50,000	50,000	No change.	0
Programming	54,600	47,933	90,000	50,000	Moved \$10,000 to General Supplies and \$30,000 to Equipment for IdeaSpace.	(40,000)
General Supplies	270,533	198,107	251,627	216,634	Decreased to reflect actual; \$10,000 for IdeaSpace.	(34,993)
Computer Services	520,992	394,356	485,287	485,287	No change.	0
Vehicle Operation & Maintenance	29,873	21,842	30,000	30,000	No change.	0
Continuing Education & Staff Training	30,250	48,572	30,000	30,000	No change.	0
Miscellaneous	6,116	3,128	5,000	5,000	No change.	0
Institutional Memberships & Professional Dues	13,728	15,564	15,000	15,000	No change.	0
Furniture	74,715	198,080	89,460	45,000	Divided category; moved \$44,460 to Equipment.	(44,460)
Equipment	-	-	-	144,460	New category; \$44,460 from Furniture & Equipment, \$70,000 for new expenses, \$30,000 for IdeaSpace.	144,460
Library Administration Center	332,514	322,532	290,000	363,000	Rent plus deferment.	73,000
Berkeley Satellite Library*	40,000	-	-	-	-	-
OPERATING EXPENDITURES	12,524,813	13,182,255	12,176,408	12,294,620	TOTAL BUDGET INCREASE	118,212

*Berkeley Satellite Library was budgeted separately during FY19 due to separate funding from Spotsylvania for its first year of operation. Beginning in FY20, the location's expenditures were rolled into other line items.

Note: FY20 Projected Expenditures are unaudited as of 11/2020.