CRRL's overall budget request for FY23 is 8.49% more than FY22. This budget includes all Budget Goals presented to the Board of Trustees at the June 14, 2021 meeting.

Localities - Circulation percentages are calculated using the most recent full calendar year of statistics per the Agreement; the FY23 budget uses calendar year 2020 circulation figures.

   * _Fredericksburg_: Fredericksburg's use decreased to 11.86% of CRRL's total circulation; their overall budget increase as compared to their FY22 funding is 10.62%.

   * _Spotsylvania_: Spotsylvania's percentage of use decreased to 38.76%; their overall budget increase is 8.14% as compared to their FY22 funding.

   * _Stafford_: Stafford residents accounted for 49.38% of the total circulation, an increase over FY22. Their overall budget increase is 9.76% as compared to their FY22 funding.

   * _Westmoreland_: Westmoreland's total increase for FY23 is 4.90% as compared to their FY22 funding.

Salaries - The FY23 salary line item includes the following Budget Goals:
   * Increase Library Clerk I salary by 15% and Library Clerk II salary by 7.5%, effective July 1, 2022 to offer more competitive salaries.
   * Increase Page salary scale to meet the State of Virginia mandated increase of the minimum wage to $12.00 per hour, effective July 1, 2022.
   * 3% COLA salary increase for all other positions, effective July 1, 2022.

Benefits - The Benefits line item includes the following Budget Goals:
   * Increase 457(b) cash match by $20.00 to a $50.00 maximum per pay period.
   * Increase the PEHP percentage to 1.5% of eligible employees' pay and expand eligibility to include employees who work 25 or more hours per week.
   * Expand HSA health insurance eligibility to employees who work 25-29 hours per week.
The line item also includes an estimated increase of 5% to medical insurance and a 2.5% increase to dental and vision based on historical data as the Virginia Bureau of Insurance Rate Summary report had not been published when the budget work was completed. The percentages will be updated if necessary once the report becomes available.

Books & Materials -
   * The Books & Materials line item is increased by $100,000 to continue to meet demand.

Other Line Items -
   * General Supplies is increased by $32,977 to restore to FY21 levels (as necessary).
   * Furniture & Equipment is increased by $49,668 to restore to FY21 levels (as necessary).

	FY20 Actual Revenue	FY21 Projected Revenue	FY22 Adopted Revenue	FY23 Proposed Revenue	FY23 Increase/Decrease Over FY22	
City of Fredericksburg	**1,439,975**	**1,363,835**	**1,364,006**	**1,508,826**	**144,820**	**10.62%**
Operating	1,343,308	1,267,168	1,243,006	1,387,826	144,820	11.65%
Library Administration Center	96,667	96,667	121,000	121,000	0	0.00%
Spotsylvania County	**4,547,326**	**4,307,827**	**4,307,827**	**4,658,301**	**350,474**	**8.14%**
Operating	4,450,659	4,211,160	4,186,827	4,537,301	350,474	8.37%
Library Administration Center	96,667	96,667	121,000	121,000	0	0.00%
Stafford County	**5,565,898**	**5,276,384**	**5,376,553**	**5,901,091**	**524,538**	**9.76%**
Operating	5,469,231	5,179,717	5,255,553	5,780,091	524,538	9.98%
Library Administration Center	96,667	96,667	121,000	121,000	0	0.00%
Westmoreland County	**459,258**	**461,774**	**482,850**	**506,527**	**23,677**	**4.90%**
Operating	449,258	451,774	472,850	496,527	23,677	5.01%
Cleaning services	10,000	10,000	10,000	10,000	0	0.00%
Commonwealth of Virginia	**693,937**	**766,588**	**763,384**	**763,384**	**0**	**0.00%**
Operating	693,937	766,588	763,384	763,384	0	0.00%
TOTAL REVENUE	**12,706,394**	**12,176,408**	**12,294,620**	**13,338,129**	**1,043,509**	**8.49%**

Note: FY21 Projected Revenue is unaudited as of 8/2021.

FUND BALANCE

	as of 6/30/2019	as of 6/30/2020	as of 6/30/2021
Assigned	198,070	0	2,146
Unassigned	2,336,574	1,899,596	2,170,101
TOTAL FUND BALANCE	**2,534,644**	**1,899,596**	**2,172,248**

Note: Figures as of 6/30/2021 are unaudited as of 8/2021.

	FY20 Actual Expenditure	FY21 Projected Expenditure	FY22 Adopted Expenditure	FY23 Proposed Expenditure	FY23 Increase/Decrease Over FY22	
Salaries	8,074,906	6,765,661	7,068,709	7,446,069	377,360	5.34%
Benefits	2,606,344	2,572,918	2,622,720	3,106,224	483,504	18.44%
Professional Services	38,720	50,000	50,000	50,000	0	0.00%
Temporary Services (includes Westmoreland cleaning services)	18,658	25,000	25,000	25,000	0	0.00%
Books & Materials	1,004,749	1,057,405	1,057,405	1,157,405	100,000	9.46%
System Upkeep (formerly Utilities)	37,933	30,400	30,400	30,400	0	0.00%
Equipment Contracts	20,003	23,400	23,400	23,400	0	0.00%
Telephone	42,144	30,000	30,000	30,000	0	0.00%
Insurance	28,616	35,250	35,250	35,250	0	0.00%
Publicity	60,068	50,000	50,000	50,000	0	0.00%
Programming	47,933	90,000	50,000	50,000	0	0.00%
General Supplies	198,107	181,627	183,657	216,634	32,977	17.96%
Computer Services	394,356	485,287	485,287	485,287	0	0.00%
Vehicle Operation & Maintenance	21,842	30,000	30,000	30,000	0	0.00%
Continuing Education & Staff Training	48,572	30,000	30,000	30,000	0	0.00%
Miscellaneous	3,128	5,000	5,000	5,000	0	0.00%
Institutional Memberships & Professional Dues	15,564	15,000	15,000	15,000	0	0.00%
Furniture & Equipment	198,080	384,460	139,792	189,460	49,668	35.53%
Library Administration Center	322,532	315,000	363,000	363,000	0	0.00%
OPERATING EXPENDITURES	**13,182,255**	**12,176,408**	**12,294,620**	**13,338,129**	**1,043,509**	**8.49%**

Note: FY21 Projected Expenditure is unaudited as of 8/2021.

BENEFIT CATEGORIES

FICA	569,624	*All salaries x 7.65%*
Medical/HSA insurance*	1,813,314	*FY22 enrollment (7/2021) x 5%*
Dental insurance*	104,904	*FY22 enrollment (7/2021) x 2.5%*
Vision insurance*	19,824	*FY22 enrollment (7/2021) x 2.5%*
VRS	466,342	*FT salaries x 8.64%*
Life insurance	72,326	*FT salaries x 1.34%*
PEHP - FT	80,962	*FT salaries x 1.5%*
PEHP - PT (25-39)	7,927	*Eligible PT salaries x 1.5%*
	3,135,224	

OTHER BENEFITS - based on actual expenses

Cash match	95,000
Vaccine clinics	2,000
EAP	10,000
Workers' comp	2,000
Unemployment	2,000
	111,000

TOTAL	3,246,224
Estimated employee contributions	*140,000*
GRAND TOTAL	**3,106,224**

* Medical/HSA, Dental, and Vision insurance increases are based on historical data.

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.

	FY21		FY22		FY23	
Jurisdiction	CY18 Actual	*% of use*	CY19 Actual	*% of use*	CY20 Actual	*% of use*
Fredericksburg	455,632	*12.42%*	441,940	*12.10%*	190,267	*11.86%*
Spotsylvania	1,451,682	*39.56%*	1,460,952	*40.00%*	622,051	*38.76%*
Stafford	1,761,824	*48.02%*	1,749,639	*47.90%*	792,434	*49.38%*

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.

	FY21			FY22			FY23		
	FY20 funding	Salary/benefits increase	CPI %	FY21 funding	Salary/benefits increase	CPI%	FY22 funding	Salary/benefits increase	CPI%
Westmoreland	$449,258	$19,631	1.60%	$461,774	$6,432	1.00%	$482,850	$21,262	0.50%

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	85,090	87,218	89,398	91,633	93,924	96,272	98,679	101,146	103,674	106,266	108,923	111,646	114,437	117,298	120,230
Deputy Director	77,176	79,105	81,083	83,110	85,188	87,317	89,500	91,738	94,031	96,382	98,792	101,261	103,793	106,388	109,047
Assistant Director	70,005	71,755	73,549	75,388	77,272	79,204	81,184	83,214	85,294	87,427	89,612	91,853	94,149	96,503	98,915
Librarian IV	66,669	68,336	70,044	71,795	73,590	75,430	77,315	79,248	81,229	83,260	85,342	87,475	89,662	91,904	94,201
Librarian III	60,472	61,984	63,534	65,122	66,750	68,419	70,129	71,883	73,680	75,522	77,410	79,345	81,329	83,362	85,446
Librarian II	54,846	56,218	57,623	59,064	60,540	62,054	63,605	65,195	66,825	68,496	70,208	71,963	73,762	75,606	77,497
Librarian I	51,355	52,639	53,955	55,303	56,686	58,103	59,556	61,045	62,571	64,135	65,738	67,382	69,066	70,793	72,563
Library Assistant IV	48,910	50,132	51,386	52,670	53,987	55,337	56,720	58,138	59,592	61,081	62,608	64,174	65,778	67,422	69,108
Library Assistant III	43,462	44,548	45,662	46,804	47,974	49,173	50,402	51,663	52,954	54,278	55,635	57,026	58,451	59,913	61,410
Library Assistant II	40,237	41,243	42,274	43,331	44,414	45,524	46,663	47,829	49,025	50,250	51,507	52,794	54,114	55,467	56,854
Library Assistant I	36,496	37,408	38,344	39,302	40,285	41,292	42,324	43,382	44,467	45,578	46,718	47,886	49,083	50,310	51,568
Library Clerk II	34,549	35,413	36,298	37,206	38,136	39,090	40,067	41,068	42,095	43,147	44,226	45,332	46,465	47,627	48,817
Library Clerk I	33,525	34,363	35,222	36,103	37,005	37,930	38,878	39,850	40,847	41,868	42,915	43,987	45,087	46,214	47,370

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	123,236	126,317	129,475	132,712	136,030	139,430	142,916	146,489	150,151	153,905	157,753	161,697	165,739	169,882	174,130
Deputy Director	111,774	114,568	117,432	120,368	123,377	126,462	129,623	132,864	136,185	139,590	143,080	146,657	150,323	154,081	157,933
Assistant Director	101,388	103,923	106,521	109,184	111,913	114,711	117,579	120,519	123,532	126,620	129,785	133,030	136,356	139,765	143,259
Librarian IV	96,556	98,970	101,444	103,981	106,580	109,245	111,976	114,775	117,644	120,586	123,600	126,690	129,858	133,104	136,432
Librarian III	87,582	89,772	92,016	94,316	96,674	99,091	101,568	104,107	106,710	109,378	112,112	114,915	117,788	120,733	123,751
Librarian II	79,434	81,420	83,455	85,542	87,680	89,872	92,119	94,422	96,783	99,202	101,682	104,224	106,830	109,501	112,238
Librarian I	74,377	76,236	78,142	80,096	82,098	84,151	86,255	88,411	90,621	92,887	95,209	97,589	100,029	102,530	105,093
Library Assistant IV	70,836	72,607	74,422	76,282	78,189	80,144	82,148	84,201	86,306	88,464	90,676	92,942	95,266	97,648	100,089
Library Assistant III	62,946	64,519	66,132	67,786	69,480	71,217	72,998	74,823	76,693	78,611	80,576	82,590	84,655	86,771	88,941
Library Assistant II	58,275	59,732	61,225	62,756	64,325	65,933	67,581	69,271	71,003	72,778	74,597	76,462	78,374	80,333	82,341
Library Assistant I	52,857	54,179	55,533	56,921	58,344	59,803	61,298	62,830	64,401	66,011	67,662	69,353	71,087	72,864	74,686
Library Clerk II	50,038	51,289	52,571	53,885	55,232	56,613	58,029	59,479	60,966	62,490	64,053	65,654	67,295	68,978	70,702
Library Clerk I	48,554	49,768	51,012	52,287	53,594	54,934	56,308	57,715	59,158	60,637	62,153	63,707	65,300	66,932	68,605

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	23.33	23.91	24.51	25.12	25.75	26.40	27.06	27.73	28.42	29.14	29.86	30.61	31.38	32.16	32.96
Library Assistant IV	22.22	22.77	23.34	23.93	24.52	25.14	25.77	26.41	27.07	27.75	28.44	29.15	29.88	30.63	31.39
Library Assistant III	19.75	20.24	20.74	21.26	21.79	22.34	22.90	23.47	24.06	24.66	25.28	25.91	26.55	27.22	27.90
Library Assistant II	18.27	18.73	19.20	19.68	20.17	20.67	21.19	21.72	22.26	22.82	23.39	23.97	24.57	25.19	25.82
Library Assistant I	16.58	17.00	17.42	17.86	18.30	18.76	19.23	19.71	20.20	20.71	21.23	21.76	22.30	22.86	23.43
Library Clerk II	15.71	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
Library Clerk I	15.24	15.62	16.01	16.41	16.82	17.24	17.67	18.11	18.57	19.03	19.51	19.99	20.49	21.01	21.53
Page*	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	14.99	15.36	15.75	16.14	16.54	16.96

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	33.79	34.63	35.50	36.39	37.30	38.23	39.18	40.16	41.17	42.20	43.25	44.33	45.44	46.58	47.74
Library Assistant IV	32.18	32.98	33.81	34.65	35.52	36.41	37.32	38.25	39.20	40.18	41.19	42.22	43.27	44.36	45.47
Library Assistant III	28.60	29.31	30.04	30.80	31.57	32.35	33.16	33.99	34.84	35.71	36.61	37.52	38.46	39.42	40.41
Library Assistant II	26.46	27.13	27.80	28.50	29.21	29.94	30.69	31.46	32.24	33.05	33.88	34.72	35.59	36.48	37.39
Library Assistant I	24.02	24.62	25.23	25.86	26.51	27.17	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.11	33.94
Library Clerk II	22.75	23.32	23.90	24.50	25.11	25.74	26.38	27.04	27.71	28.41	29.12	29.85	30.59	31.36	32.14
Library Clerk I	22.07	22.62	23.19	23.77	24.36	24.97	25.59	26.23	26.89	27.56	28.25	28.96	29.68	30.42	31.18
Page*	17.38	17.81	18.26	18.72	19.18	19.66	20.15	20.66	21.18	21.70	22.25	22.80	23.37	23.96	24.56

*mandated minimum wage increase

Expenditure Categories	FY20 Actual Expenditure	FY21 Projected Expenditure	FY22 Adopted Expenditure	FY23 Proposed Expenditure	Explanation for FY23 increase	FY23 Compared to FY22
Salaries	8,074,906	6,765,661	7,068,709	7,446,069	Increased LC I salary by 15% and LC II salary by 7.5%, Page salary scale adjustment to meet the State of Virginia mandated increase of the minimum wage to $12.00/hr; 3% COLA for all other positions.	377,360
Benefits	2,606,344	2,822,918	2,622,720	3,106,224	Increased 457(b) cash match to $50.00 max/pay; expanded PEHP eligibility and increase to 1.5% of pay; expanded HSA health insurance eligibility; estimated increase of 5% to medical and 2.5% to dental/vision.	483,504
Professional Services	38,720	50,000	50,000	50,000	No change.	0
Temporary Services (includes Westmoreland cleaning services)	18,658	25,000	25,000	25,000	No change.	0
Books & Materials	1,004,749	1,057,405	1,057,405	1,157,405	Increased to meet demand.	100,000
System Upkeep	37,933	23,400	30,400	30,400	No change.	0
Equipment Contracts	20,003	30,400	23,400	23,400	No change.	0
Telephone	42,144	30,000	30,000	30,000	No change.	0
Insurance	28,616	35,250	35,250	35,250	No change.	0
Publicity	60,068	50,000	50,000	50,000	No change.	0
Programming	47,933	90,000	50,000	50,000	No change.	0
General Supplies	198,107	251,627	183,657	216,634	Increased to FY21 levels.	32,977
Computer Services	394,356	485,287	485,287	485,287	No change.	0
Vehicle Operation & Maintenance	21,842	30,000	30,000	30,000	No change.	0
Continuing Education & Staff Training	48,572	30,000	30,000	30,000	No change.	0
Miscellaneous	3,128	5,000	5,000	5,000	No change.	0
Institutional Memberships & Professional Dues	15,564	15,000	15,000	15,000	No change.	0
Furniture & Equipment	198,080	89,460	139,792	189,460	Increased to FY21 levels.	49,668
Library Administration Center	322,532	290,000	363,000	363,000	No change.	0
OPERATING EXPENDITURES	**13,182,255**	**12,176,408**	**12,294,620**	**13,338,129**	**TOTAL BUDGET INCREASE**	**1,043,509**

Note: FY21 Projected Expenditure is unaudited as of 8/2021.

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	9.00	FT
LAII	7.00	FT
LAI	2.00	FT
LCI	3.00	FT
LAII	1.13	PT
LCI	3.81	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	5.80	PT
LAI	0.50	PT
LCII	0.59	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	4.00	FT
LCII	1.00	FT
LAII	3.47	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	4.42	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	4.00	FT
LCII	1.00	FT
LCI	1.00	FT
LAII	3.83	PT
LAI	0.50	PT
LCII	0.49	PT
LCI	3.35	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	1.35	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	0.80	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   150.40