FY24 Budget Proposal At-A-Glance - v 3

v 3 - This budget shows revenue and expense line item adjustments due to final approved local revenue.

Funding:

Localities - Three of our funding localities approved funding less than our FY24 request.

- *Fredericksburg*: Fredericksburg approved $1,470,000 for FY24, an increase of $70,000 over FY23 however 6.06% less than was requested.
- *Spotsylvania*: The total funding approved by Spotsylvania for FY24 is $4,507,827, an increase of $200,000 over FY23 but 6.29% less than was requested.
- *Stafford*: Stafford's approved funding for FY24 is $5,537,501. This is an increase of $231,720 over FY23 although a 4% reduction of our FY24 request.
- *Westmoreland*: Westmoreland has fully funded our FY24 request.

State Aid - There has been no change to anticipated State Aid. It is projected to decrease by $369 in FY24 due to a decrease in local funding between FY20 and FY21. The entirety of State Aid goes into Books & Materials.

Since receiving confirmed funding amounts from the jurisdictions, we have made multiple adjustments to the FY24 budget. In order to balance the FY24 budget, we are recommending service reductions equal to the percentage of cuts to our local budget requests from Fredericksburg, Spotsylvania, and Stafford. This would mean closing Fredericksburg and Salem Church each 4 hours per week and Porter 3 hours per week.

- *Fredericksburg*: Close the Fredericksburg branch on Tuesday mornings, 9:00-1:00 for an annual savings of $72,000.
- *Spotsylvania*: Close the Salem Church branch on Thursday mornings, 9:00-1:00 for an annual savings of $78,500.
- *Stafford*: Close the Porter branch on Wednesday evenings, 5:00-8:00 for an annual savings of $30,500.

Line item expenses:

Salaries -

- Due to funding reductions, CRRL has been unable to keep pace with inflation and our funding localities when it comes to pay rates and we remain committed to giving all employees a 5% COLA, effective July 1, 2023. This is still behind raises local governments will award their staff in FY24.

Benefits -

- In March 2023, we were asked to reduce our local budget requests. To do so, we removed all of the Budget Goals expanding our benefits package and reduced the line item by $283,228.
- We learned in May that our FY24 health insurance premiums would be increased by 13%, an increase we were not expecting given our previous 2 years. In order to manage such a large increase, we had to:
  - Change the health plans offered to our employees and
  - Raise employee health premium contributions.
- Making those changes brought our Benefits line item increase to 7% however it has also affected the true value of our employees' 5% raise.

Books & Materials -

- To further lower our proposed FY24 budget as requested, we reduced this line item request $20,000.

Other Line Items -

- The $15,000 increase to Furniture & Equipment was removed to reduce our proposed FY24 budget as requested.

FY24 Budget Proposal At-A-Glance - v 2

v 2 - Adds Direct and Indirect Expense sheets to the Board approved v 1 Budget Proposal. There are no other changes or additions.

v 1 - CRRL's overall budget request for FY24 is 9.31% more than FY23 and includes all Budget Goals presented to the Board of Trustees at the June 15, 2022 meeting.

Funding:

Localities - Circulation percentages are calculated using the most recent full calendar year of statistics per the Agreement; the FY24 budget uses calendar year 2021 circulation figures.

- *Fredericksburg*: Fredericksburg's use increased 0.40% to 12.26% of CRRL's total circulation; their overall budget increase as compared to their FY23 funding is 11.77%.
- *Spotsylvania*: Spotsylvania's percentage of use increased 1.05% to 39.81%; their overall budget increase is 11.67% as compared to their FY23 funding.
- *Stafford*: Stafford residents accounted for 47.94% of the total circulation, a decrease of 1.44%. Their overall budget increase is 8.72% as compared to their FY23 funding.
- *Westmoreland*: Westmoreland's total increase for FY24 is 4.82% as compared to their FY23 funding.

State Aid - State Aid is projected to decrease by $369 in FY24 due to a decrease in local funding between FY20 and FY21. The entirety of State Aid goes into Books & Materials.

Line item expenses:

Salaries - The Salary line item includes the following Budget Goal:

- A 5% COLA for all employees effective July 1, 2023 to keep pace with salaries offered by local governments as well as inflation (8.5% currently).
  - In FY23, area localities granted the following raises to their staff (excluding public safety) while CRRL staff received just a 3% COLA:
    - Fredericksburg - 4%
    - Stafford - 4.5%
    - Spotsylvania - 4.6%

Benefits - The Benefits line item includes the following Budget Goals:

- Expand current health insurance eligibility to employees who work 30 or more hours per week. The expansion is best practice as outlined by an HR consultant at Virginia Risk Sharing Association (VRSA) and CRRL's insurance broker.
- Increase 457(b) cash match by $20.00 to a $50.00 maximum per pay period. This is a FY23 budget priority that was not met.
- 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. This is a FY23 budget priority that was not met.

  An increase in health insurance costs is anticipated. The FY24 request includes a 7.5% increase to this category, our average rate of increase over the past 2 years.

Books & Materials -

- The Books & Materials line item is increased by $100,000 to continue to meet demand as well as focus on eMaterials.

Other Line Items -

- Furniture & Equipment is increased by $15,000 due to expected costs in FY24.
- Computer Services is increased by $20,000 to add additional modules to our payroll software to reduce staff time and increase efficiencies.

FY24 Operating Budget

* *Salaries* - 5% COLA for all employees.

* *Benefits* - increase to health insurance costs; increase to FICA, VRS, and PEHP due to salary adjustment.

* *Books & Materials* - increase line item by $80,000.

* *Other line items* - increase Computer Services by $20,000 for additional payroll software modules.

Salaries

* Increase for all employees - 5%	$239,369
TOTAL	**$239,369**

Benefits

* FICA	$35,679
* Medical/Dental/Vision insurance (includes employee contribution offset)	$121,918
* VRS (retirement and life insurance)	$26,451
* PEHP - FT - current 1.0% rate	$2,346
TOTAL	**$186,394**

Books & Materials

* Increase due to customer demand and rising prices	$80,000
TOTAL	**$80,000**

Other line items

* Computer Services	$20,000
TOTAL	**$20,000**

GRAND TOTAL FY24 OPERATING BUDGET INCREASE	**$525,763**
% increase	*4.24%*

	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Revenue	FY24 Proposed Revenue	FY24 Increase/Decrease Over FY23	
City of Fredericksburg	**1,363,835**	**1,364,006**	**1,400,000**	**1,470,000**	**70,000**	**5.00%**
Operating	1,267,168	1,243,006	1,279,000	1,349,000	70,000	5.47%
Library Administration Center	96,667	121,000	121,000	121,000	0	0.00%
Spotsylvania County	**4,307,827**	**4,307,827**	**4,307,827**	**4,507,827**	**200,000**	**4.64%**
Operating	4,211,160	4,186,827	4,186,827	4,386,827	200,000	4.78%
Library Administration Center	96,667	121,000	121,000	121,000	0	0.00%
Stafford County	**5,255,532**	**5,376,553**	**5,305,781**	**5,537,501**	**231,720**	**4.37%**
Operating	5,158,865	5,255,553	5,184,781	5,416,501	231,720	4.47%
Library Administration Center	96,667	121,000	121,000	121,000	0	0.00%
Westmoreland County	**461,774**	**483,493**	**506,527**	**530,939**	**24,412**	**4.82%**
Operating	451,774	473,493	496,527	520,939	24,412	4.92%
Cleaning services	10,000	10,000	10,000	10,000	0	0.00%
Commonwealth of Virginia	**766,746**	**763,384**	**875,878**	**875,509**	**(369)**	**-0.04%**
Operating	766,588	763,384	875,878	875,509	(369)	-0.04%
TOTAL REVENUE	**12,155,714**	**12,295,263**	**12,396,013**	**12,921,776**	**525,763**	**4.24%**

Note: FY22 Adopted Revenue is unaudited as of 08/2022

FUND BALANCE

	as of 6/30/2020	as of 6/30/2021	as of 6/30/2022
Assigned	0	2,242	2,146
Unassigned	1,899,596	1,995,621	2,020,242
TOTAL FUND BALANCE	**1,899,596**	**1,997,863**	**2,022,388**

	FY21 Actual Expenditure	FY22 Actual Expenditure	FY23 Adopted Expenditure	FY24 Proposed Expenditure	FY24 Increase/Decrease Over FY23	
Salaries	6,751,152	7,237,227	7,421,457	7,660,827	239,369	3.23%
Benefits	2,499,807	2,482,982	2,652,235	2,838,628	186,393	7.03%
Professional Services	39,152	60,334	50,000	50,000	0	0.00%
Temporary Services (includes Westmore	22,873	19,028	19,000	19,000	0	0.00%
Books & Materials	1,071,675	1,137,887	989,234	1,069,234	80,000	8.09%
System Upkeep (formerly Utilities)	25,311	29,201	23,400	23,400	0	0.00%
Equipment Contracts	22,116	15,859	23,400	23,400	0	0.00%
Telephone	42,794	46,167	30,000	30,000	0	0.00%
Insurance	29,696	29,832	31,000	31,000	0	0.00%
Publicity	48,524	51,087	40,000	40,000	0	0.00%
Programming	48,668	45,623	30,000	30,000	0	0.00%
General Supplies	160,080	138,620	105,000	105,000	0	0.00%
Computer Services	478,691	513,961	485,287	505,287	20,000	4.12%
Vehicle Operation & Maintenance	9,171	27,001	30,000	30,000	0	0.00%
Continuing Education & Staff Training	26,177	33,553	25,000	25,000	0	0.00%
Miscellaneous	3,556	3,175	4,000	4,000	0	0.00%
Institutional Memberships & Professional Dues	17,930	13,086	15,000	15,000	0	0.00%
Furniture & Equipment	500,837	183,624	59,000	59,000	0	0.00%
Library Administration Center	335,391	331,671	363,000	363,000	0	0.00%
OPERATING EXPENDITURE	**12,133,601**	**12,399,918**	**12,396,013**	**12,921,776**	**525,763**	**4.24%**

Note: FY22 Adopted Expenditure is unaudited as of 8/2022.

BENEFIT CATEGORIES

FICA	$599,594	*All salaries x 7.65%*
Medical/HSA insurance	$1,405,020	
Dental insurance	$53,901	
Vision insurance	$14,841	
VRS	$553,775	*FT salaries x 9.93% for FY23 - FY24*
Life insurance	$74,729	*FT salaries x 1.34% for FY23 - FY24*
PEHP - FT	$55,768	*FT salaries x 1%*
	$2,757,628	

OTHER BENEFITS - based on actual expenses

Cash match	$65,000
Vaccine clinics	$2,000
EAP	$10,000
Workers' comp	$2,000
Unemployment	$2,000
Total	$81,000

GRAND TOTAL	**$2,838,628**

FT Salaries	$5,576,787	*5% COLA*
PT Salaries	$2,265,039	*5% COLA*
TOTAL Salaries	$7,841,827	
Amount saved from recommended closures	*$181,000*	
GRAND TOTAL salaries	**$7,660,827**	

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.

	FY22		FY23		FY24	
Jurisdiction	CY19 Actual	*% of use*	CY20 Actual	*% of use*	CY21 Actual	*% of use*
Fredericksburg	441,940	*12.10%*	190,267	*11.86%*	287,817	*12.26%*
Spotsylvania	1,460,952	*40.00%*	622,051	*38.76%*	934,836	*39.80%*
Stafford	1,749,639	*47.90%*	792,434	*49.38%*	1,125,807	*47.94%*

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 (through July 2022). They also contribute an additional $10,000 for cleaning of their branches.

	FY22			FY23			FY24		
	FY21 funding	Salary/benefits increase	CPI%	FY22 funding	Salary/benefits increase	CPI%	FY23 funding	Salary/benefits increase	CPI%
Westmoreland	$461,774	$6,432	1.00%	$482,850	$21,262	0.50%	$506,527	$17,957	1.30%

5% Cost-of-Living increase on July 1, 2023

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	89,345	91,578	93,868	96,215	98,620	101,086	103,613	106,203	108,858	111,580	114,369	117,228	120,159	123,163	126,242
Deputy Director	81,035	83,060	85,137	87,265	89,447	91,683	93,975	96,325	98,733	101,201	103,731	106,324	108,983	111,707	114,500
Assistant Director	73,505	75,343	77,226	79,157	81,136	83,164	85,244	87,375	89,559	91,798	94,093	96,445	98,856	101,328	103,861
Librarian IV	70,002	71,752	73,546	75,385	77,269	79,201	81,181	83,211	85,291	87,423	89,609	91,849	94,145	96,499	98,911
Librarian III	63,496	65,083	66,710	68,378	70,088	71,840	73,636	75,477	77,364	79,298	81,280	83,312	85,395	87,530	89,718
Librarian II	57,589	59,029	60,504	62,017	63,567	65,156	66,785	68,455	70,166	71,921	73,719	75,561	77,451	79,387	81,371
Librarian I	53,923	55,271	56,652	58,069	59,520	61,008	62,534	64,097	65,699	67,342	69,025	70,751	72,520	74,333	76,191
Library Assistant IV	51,355	52,639	53,955	55,304	56,686	58,103	59,556	61,045	62,571	64,135	65,739	67,382	69,067	70,793	72,563
Library Assistant III	45,635	46,776	47,945	49,144	50,372	51,632	52,923	54,246	55,602	56,992	58,417	59,877	61,374	62,908	64,481
Library Assistant II	42,249	43,305	44,388	45,497	46,635	47,801	48,996	50,221	51,476	52,763	54,082	55,434	56,820	58,240	59,696
Library Assistant I	38,321	39,279	40,261	41,267	42,299	43,356	44,440	45,551	46,690	47,857	49,054	50,280	51,537	52,826	54,146
Library Clerk II	36,277	37,184	38,113	39,066	40,043	41,044	42,070	43,122	44,200	45,305	46,437	47,598	48,788	50,008	51,258
Library Clerk I	35,201	36,081	36,983	37,908	38,855	39,827	40,822	41,843	42,889	43,961	45,060	46,187	47,341	48,525	49,738

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	129,398	132,633	135,949	139,348	142,831	146,402	150,062	153,814	157,659	161,600	165,640	169,781	174,026	178,377	182,836
Deputy Director	117,362	120,296	123,304	126,386	129,546	132,785	136,104	139,507	142,995	146,569	150,234	153,990	157,839	161,785	165,830
Assistant Director	106,457	109,119	111,847	114,643	117,509	120,447	123,458	126,544	129,708	132,951	136,275	139,681	143,173	146,753	150,422
Librarian IV	101,384	103,919	106,517	109,180	111,909	114,707	117,575	120,514	123,527	126,615	129,780	133,025	136,350	139,759	143,253
Librarian III	91,961	94,260	96,617	99,032	101,508	104,046	106,647	109,313	112,046	114,847	117,718	120,661	123,677	126,769	129,939
Librarian II	83,406	85,491	87,628	89,819	92,064	94,366	96,725	99,143	101,622	104,162	106,766	109,436	112,171	114,976	117,850
Librarian I	78,096	80,048	82,049	84,101	86,203	88,358	90,567	92,831	95,152	97,531	99,969	102,469	105,030	107,656	110,347
Library Assistant IV	74,377	76,237	78,143	80,096	82,099	84,151	86,255	88,411	90,622	92,887	95,209	97,590	100,029	102,530	105,093
Library Assistant III	66,093	67,745	69,439	71,175	72,954	74,778	76,648	78,564	80,528	82,541	84,605	86,720	88,888	91,110	93,388
Library Assistant II	61,189	62,719	64,287	65,894	67,541	69,230	70,960	72,734	74,553	76,416	78,327	80,285	82,292	84,350	86,458
Library Assistant I	55,500	56,887	58,310	59,767	61,262	62,793	64,363	65,972	67,621	69,312	71,045	72,821	74,641	76,507	78,420
Library Clerk II	52,540	53,853	55,200	56,580	57,994	59,444	60,930	62,453	64,015	65,615	67,255	68,937	70,660	72,427	74,237
Library Clerk I	50,982	52,256	53,563	54,902	56,274	57,681	59,123	60,601	62,116	63,669	65,261	66,892	68,565	70,279	72,036

5% Cost-of-Living increase on July 1, 2023

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	24.50	25.11	25.74	26.38	27.04	27.71	28.41	29.12	29.85	30.59	31.36	32.14	32.94	33.77	34.61
Library Assistant IV	23.33	23.91	24.51	25.12	25.75	26.39	27.05	27.73	28.42	29.13	29.86	30.61	31.37	32.16	32.96
Library Assistant III	20.73	21.25	21.78	22.33	22.88	23.46	24.04	24.64	25.26	25.89	26.54	27.20	27.88	28.58	29.29
Library Assistant II	19.19	19.67	20.16	20.66	21.18	21.71	22.25	22.81	23.38	23.96	24.56	25.17	25.80	26.45	27.11
Library Assistant I	17.41	17.85	18.29	18.75	19.22	19.70	20.19	20.70	21.22	21.75	22.29	22.85	23.42	24.00	24.60
Library Clerk II	16.49	16.90	17.33	17.76	18.20	18.66	19.12	19.60	20.09	20.60	21.11	21.64	22.18	22.73	23.30
Library Clerk I	16.00	16.40	16.81	17.23	17.66	18.10	18.55	19.02	19.49	19.98	20.48	20.99	21.52	22.06	22.61
Page	12.60	12.92	13.24	13.57	13.91	14.26	14.61	14.98	15.35	15.74	16.13	16.53	16.95	17.37	17.80

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	35.48	36.36	37.27	38.21	39.16	40.14	41.14	42.17	43.23	44.31	45.41	46.55	47.71	48.91	50.13
Library Assistant IV	33.79	34.63	35.50	36.38	37.29	38.23	39.18	40.16	41.16	42.19	43.25	44.33	45.44	46.57	47.74
Library Assistant III	30.03	30.78	31.55	32.34	33.14	33.97	34.82	35.69	36.58	37.50	38.44	39.40	40.38	41.39	42.43
Library Assistant II	27.79	28.48	29.19	29.92	30.67	31.44	32.22	33.03	33.86	34.70	35.57	36.46	37.37	38.30	39.26
Library Assistant I	25.22	25.85	26.49	27.16	27.84	28.53	29.25	29.98	30.73	31.49	32.28	33.09	33.92	34.76	35.63
Library Clerk II	23.88	24.48	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.83	30.57	31.34	32.12	32.92	33.75
Library Clerk I	23.17	23.75	24.34	24.95	25.58	26.22	26.87	27.54	28.23	28.94	29.66	30.40	31.16	31.94	32.74
Page	18.25	18.70	19.17	19.65	20.14	20.65	21.16	21.69	22.23	22.79	23.36	23.94	24.54	25.16	25.78

Expenditure Categories	FY21 Actual Expenditure	FY22 Actual Expenditure	FY23 Adopted Expenditure	FY24 Proposed Expenditure	Explanation for FY23 increase	FY24 Compared to FY23
Salaries	6,751,152	7,068,709	7,421,457	7,660,827	5% COLA for all employees July 1, 2023; recommended branch closures.	239,369
Benefits	2,499,807	2,622,720	2,652,235	2,838,628	Health insurance increases (3.2%-13% depending on plan); FICA, VRS, PEHP changes due to salary adjustment.	186,393
Professional Services	39,152	50,000	50,000	50,000	No change.	0
Temporary Services (includes Westmoreland cleaning services)	22,873	25,000	19,000	19,000	No change.	0
Books & Materials	1,071,675	1,057,405	989,234	1,069,234	Increased to meet customer demand.	80,000
System Upkeep	25,311	30,400	23,400	23,400	No change.	0
Equipment Contracts	22,116	23,400	23,400	23,400	No change.	0
Telephone	42,794	30,000	30,000	30,000	No change.	0
Insurance	29,696	35,250	31,000	31,000	No change.	0
Publicity	48,524	50,000	40,000	40,000	No change.	0
Programming	48,668	50,000	30,000	30,000	No change.	0
General Supplies	160,080	183,657	105,000	105,000	No change.	0
Computer Services	478,691	485,287	485,287	505,287	Increased for payroll software modules.	20,000
Vehicle Operation & Maintenance	9,171	30,000	30,000	30,000	No change.	0
Continuing Education & Staff Training	26,177	30,000	25,000	25,000	No change.	0
Miscellaneous	3,556	5,000	4,000	4,000	No change.	0
Institutional Memberships & Professional Dues	17,930	15,000	15,000	15,000	No change.	0
Furniture & Equipment	500,837	139,792	59,000	59,000	No change.	0
Library Administration Center	335,391	363,000	363,000	363,000	No change.	0
OPERATING EXPENDITURES	**12,133,601**	**12,294,620**	**12,396,013**	**12,921,776**	**TOTAL BUDGET INCREASE**	**525,763**

Note: FY22 Adopted Expenditure is unaudited as of 5/2022.