

**Option 1 - FY25 Budget Proposal At-A-Glance**

CRRL's overall budget request for FY25 under Option 1 is 9.79% more than FY24 and includes all Budget Goals presented to the Board of Trustees at the June 12, 2023 meeting. As presented, Option 1 of CRRL's FY25 Budget Proposal fulfills the FY25 budget priorities and maintains all FY24 service hours and levels. In the event funding adopted by the localities is less than what is proposed here, difficult decisions will need to be made in order to balance CRRL's budget.

**REVENUE -**

**Localities** - Circulation percentages are calculated using the most recent full calendar year of statistics per the Agreement; the FY25 budget uses calendar year 2022 circulation figures. Use of library funds to restore hours in FY24 kept the overall percentage of increase for the localities lower than what is required to maintain current hours of operation. In FY25, localities will see a greater request than is typical due to adding coverage of those hours back into the locality operating budget.

- Fredericksburg: Fredericksburg's use increased 0.49% to 12.75% of CRRL's total circulation; their overall budget increase as compared to their FY24 funding is 15.75%.
- Spotsylvania: Spotsylvania's percentage of use decreased 0.62% to 39.18%; their overall budget increase is 13.00% as compared to their FY24 funding. A portion of the revenue requested is to restore evening hours at three Spotsylvania branches that were cut in FY21 (*see explanation below*)
- Stafford: Stafford residents accounted for 48.07% of the total circulation, an increase of 0.13%. Their overall budget increase is 9.80% as compared to their FY24 funding.
- Westmoreland: Westmoreland's total increase for FY25 is 11.03% as compared to their FY23 funding.

**State Aid** - State Aid is projected to be level in FY25. The entirety of State Aid goes into Books & Materials.

**EXPENDITURES -**

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

- A 5% COLA for all employees as of July 1, 2024 plus 2.5% merit increase effective January 1, 2025.
  - Inflation ending 2022 was 6.9% and is currently at 3.18% yet we were only able to give our employees a 5% COLA on July 1, 2023 less than the increases given to employees of Fredericksburg, Spotsylvania, Stafford and Westmoreland.
  - A 5% COLA for the full 2025 fiscal year as well as a mid-year 2.5% merit increase would help our employees better manage the increased costs of goods and services and keep CRRL's wages competitive for the service area.

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

- A 13% calculated increase to health insurance.
  - Our health insurance increased 13% for FY24 and our insurance broker believes we could see a similar increase in FY25. Because of the size of our organization, we are unable to lock in rates beyond 1 year which makes us vulnerable to insurance pool fluctuations. To manage the increase for FY24, we were required to change our health insurance plan offerings as well as increase employee contribution rates, affecting their take-home pay and the true value of their COLA.
- Slight increases are projected for VRS retirement and VRS life insurance. The new rates will be valid through FY26.
- Salary increases also have an impact on benefits that are based on employees' rates of pay to include: FICA, VRS retirement, VRS life insurance, and PEHP.

**Option 1 - FY25 Budget Proposal At-A-Glance (continued)****Books & Materials -**

- Increase the line item by \$120,000.
  - We were asked by the jurisdictions to reduce our FY24 budget request and, as a result, we cut \$20,000 from the Books & Materials line item. Customer wait time on materials can take as long as 6 months and additional funds are needed in order to better serve our communities.

**Other Line Items** - Due to multiple years of increased inflation, it has become necessary to increase several line items. The amounts of increase were determined by a survey of actual expenses over the past two fiscal years. We also reduced line items as necessary.

- Increases total \$132,313.
  - Telephone is increased \$13,000.
  - General Supplies is increased \$45,000.
  - Computer Services is increased \$49,713.
  - Furniture & Equipment is increased \$16,000.
- Reductions total \$16,900.
  - Temporary Services is reduced \$4,000.
  - Equipment Contracts is reduced \$7,900.
  - Institutional Memberships & Professional Dues is reduced \$5,000.

**Branch hours** - In FY25, we would like to return to full Monday-Saturday operations in Spotsylvania. .

- **Restoration of Spotsylvania hours cut in FY21** - Our local funding was cut deeply in FY21 resulting in the reduction of hours in Fredericksburg, Spotsylvania, and Stafford. Fredericksburg and Stafford restored their funding (and the hours) the following year, however Spotsylvania did not. To date, Spotsylvania has not restored the funding that would allow us to reopen those hours. The FY25 Budget includes the cost of those hours (plus a 5% COLA and 2.5% mid-year merit raises).
  - Salem Church branch - Reopen Tuesday and Wednesday evenings 5:30-8:00.
    - Staffing to reopen these hours will include:
      - 7 Library Assistant II with a combined total of 15.5 hours/week
      - 1 Library Clerk II at 2.5 hours/week
      - 1 Library Clerk I at 2.5 hours/week
      - 2 Pages with a combined total of 5.5 hours/week
  - Snow branch - Reopen Wednesday and Thursday evenings 5:30-8:00.
    - Staffing to reopen these hours will include:
      - 1 Library Assistant II at 2.5 hours/week
      - 2 Library Clerk I with a combined total of 5 hours/week
  - Towne Centre branch - Reopen Monday evenings 5:30-8:00.
    - Staffing reopen these hours will include:
      - 1 Library Assistant II at 2.5 hours/week
      - 1 Library Clerk I at 2.5 hours/week

**FY25 Budget Proposal - Option 1**

\* Salaries - 5% COLA for all employees on July 1; 2.5% merit increase on January 1; addition of Spotsylvania evening hours that were cut in FY21.

\* Benefits - increase to health insurance costs; increase to VRS (retirement and life); increase to FICA, and PEHP due to salary adjustment; addition of Spotsylvania evening hours that were cut in FY21.

\* Books & Materials - increase line item by \$120,000.

\* Other line items - increases to some line items due to inflation; decreases to some line items to better match actual expenditures in previous FY.

Salaries

* COLA Increase for all employees - 5%	\$526,102
* Mid-year merit increase - 2.5%	\$106,193
* Restore Spotsylvania hours cut in FY21 - salaries	\$90,007

<b>TOTAL</b>	<b>\$722,302</b>
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Benefits

* FICA	\$45,604
* Medical/Dental/Vision insurance (includes employee contribution offset)	\$97,853
* VRS (retirement and life insurance)	\$156,324
* Post-Employment Health Plan (PEHP)	\$3,375
* Restore Spotsylvania hours cut in FY21 - benefits	\$26,054

<b>TOTAL</b>	<b>\$329,209</b>
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Books & Materials

* Restore FY24 cut	\$20,000
* Increase due to customer demand and rising prices	\$100,000

<b>TOTAL</b>	<b>\$120,000</b>
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Other line items

* Net increases due to inflation (some line items were also reduced)	\$106,813
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<b>TOTAL</b>	<b>\$106,813</b>
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<b>GRAND TOTAL FY25 OPERATING BUDGET INCREASE</b>	<b>\$1,278,324</b>
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<i>% increase</i>	<i>9.79%</i>
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	<u>FY22 Actual Revenue</u>	<u>FY23 Actual Revenue</u>	<u>FY24 Adopted Revenue</u>	<u>FY25 Proposed Revenue</u>	<u>FY25 Increase/Decrease Over FY24</u>	
<b>City of Fredericksburg</b>	<b>1,364,006</b>	<b>1,400,000</b>	<b>1,470,000</b>	<b>1,701,511</b>	<b>231,511</b>	<b>15.75%</b>
Operating	1,243,006	1,279,000	1,349,000	1,580,511	231,511	17.16%
Library Administration Center	121,000	121,000	121,000	121,000	0	0.00%
<b>Spotsylvania County</b>	<b>4,307,827</b>	<b>4,307,827</b>	<b>4,507,827</b>	<b>5,094,035</b>	<b>586,208</b>	<b>13.00%</b>
Operating	4,186,827	4,186,827	4,386,827	4,856,974	470,147	10.72%
Library Administration Center	121,000	121,000	121,000	121,000	0	0.00%
Restore evening hours at branches cut in FY21	0	0	0	116,061	116,061	-%
<b>Stafford County</b>	<b>5,376,553</b>	<b>5,278,688</b>	<b>5,537,501</b>	<b>6,080,389</b>	<b>542,888</b>	<b>9.80%</b>
Operating	5,255,553	5,157,688	5,416,501	5,959,389	542,888	10.02%
Library Administration Center	121,000	121,000	121,000	121,000	0	0.00%
<b>Westmoreland County</b>	<b>483,493</b>	<b>506,527</b>	<b>530,939</b>	<b>589,490</b>	<b>58,551</b>	<b>11.03%</b>
Operating	473,493	496,527	520,939	579,490	58,551	11.24%
Cleaning services	10,000	10,000	10,000	10,000	0	0.00%
<b>Commonwealth of Virginia</b>	<b>763,384</b>	<b>875,878</b>	<b>875,509</b>	<b>875,509</b>	<b>0</b>	<b>0.00%</b>
Operating	763,384	875,878	875,509	875,509	0	0.00%
<b>REVENUE</b>	<b>12,295,263</b>	<b>12,368,920</b>	<b>12,921,776</b>	<b>14,340,933</b>	<b>1,419,157</b>	<b>10.98%</b>
Library funds to reinstate FY24 closures (prorated)	0	0	140,833	0	(140,833)	-100.00%
<b>TOTAL REVENUE (includes funds to restore hours)</b>	<b>12,295,263</b>	<b>12,368,920</b>	<b>13,062,609</b>	<b>14,340,933</b>	<b>1,278,324</b>	<b>9.79%</b>

Note: FY23 Actual Revenue is unaudited as of 08/2023

## FUND BALANCE

	<u>as of 6/30/2022</u>	<u>as of 6/30/2023</u>
Assigned	0	0
Unassigned	2,022,489	2,028,638
<b>TOTAL FUND BALANCE</b>	<b>2,022,489</b>	<b>2,028,638</b>

Note: FY23 Fund Balance is unaudited as of 08/2023

	<u>FY22 Actual</u> <u>Expenditure</u>	<u>FY23 Actual</u> <u>Expenditure</u>	<u>FY24 Adopted</u> <u>Expenditure</u>	<u>FY25 Proposed</u> <u>Expenditure</u>	<u>FY25 Increase/Decrease Over</u> <u>FY24</u>	
Salaries	7,237,227	7,555,220	7,801,660	8,523,962	722,302	9.26%
Benefits	2,482,982	2,672,452	2,838,628	3,167,837	329,209	11.60%
Professional Services	60,334	93,690	50,000	50,000	0	0.00%
Temporary Services (includes Westmoreland cleaning services)	19,028	12,594	19,000	15,000	(4,000)	-21.05%
Books & Materials	1,137,887	982,856	1,069,234	1,189,234	120,000	11.22%
System Upkeep (formerly Utilities)	29,201	31,967	23,400	23,400	0	0.00%
Equipment Contracts	15,859	14,956	23,400	15,500	(7,900)	-33.76%
Telephone	46,167	42,675	30,000	43,000	13,000	43.33%
Insurance	29,832	29,851	31,000	31,000	0	0.00%
Publicity	51,087	47,409	40,000	40,000	0	0.00%
Programming	45,623	40,943	30,000	30,000	0	0.00%
General Supplies	138,620	168,017	105,000	150,000	45,000	42.86%
Computer Services	513,961	555,009	505,287	555,000	49,713	9.84%
Vehicle Operation & Maintenance	27,001	29,289	30,000	30,000	0	0.00%
Continuing Education & Staff Training	33,553	15,901	25,000	25,000	0	0.00%
Miscellaneous	3,175	3,114	4,000	4,000	0	0.00%
Institutional Memberships & Professional Dues	13,086	14,542	15,000	10,000	(5,000)	-33.33%
Furniture & Equipment	183,624	103,894	59,000	75,000	16,000	27.12%
Library Administration Center	331,671	482,797	363,000	363,000	0	0.00%
<b>OPERATING EXPENDITURE</b>	<b>12,399,918</b>	<b>12,897,176</b>	<b>13,062,609</b>	<b>14,340,933</b>	<b>1,278,324</b>	<b>9.79%</b>

Note: FY23 Actual Expenditure is unaudited as of 8/2023

	<u>FY22 Actual Revenue</u>	<u>FY23 Actual Revenue</u>	<u>FY24 Adopted Revenue</u>	<u>FY25 Proposed Revenue</u>	<u>FY25 Increase/Decrease Over FY24</u>	
Commonwealth of Virginia	763,384	875,878	875,509	875,509	0	0.00%
Operating	763,384	875,878	875,509	875,509	0	0.00%
TOTAL REVENUE	763,384	875,878	875,509	875,509	0	0.00%

Note: FY23 Actual Revenue is unaudited as of 08/2023

	<u>FY22 Actual Expenditure</u>	<u>FY23 Actual Expenditure</u>	<u>FY24 Adopted Expenditure</u>	<u>FY25 Proposed Expenditure</u>	<u>FY25 Increase/Decrease Over FY24</u>	
Books & Materials	763,384	875,878	875,509	875,509	0	0.00%
OPERATING EXPENDITURE	763,384	875,878	875,509	875,509	0	0.00%

Note: FY23 Actual Expenditure is unaudited as of 8/2023

### Direct and Indirect Expenses - FY25

**NOTE:** Indirect expenses have been calculated using Fredericksburg, Spotsylvania, and Stafford's use percentages. In calculating the percentage of use, 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; FY25 was calculated using CY22 circulation numbers. The use percentages used in the FY25 budget are:

Funding locality	Fredericksburg	Spotsylvania	Stafford
Circulation (Use) %	12.75%	39.18%	48.07%

Westmoreland's funding is derived using a different formula so their portion of the Indirect Expense line items was calculated using their percent contribution to the local budget - 4.38%.

### All localities - forecasted totals:

All localities	Fredericksburg	Spotsylvania	Stafford	Westmoreland	TOTAL
Direct expenses	\$1,517,292	\$2,079,497	\$2,927,721	\$344,889	\$6,869,400
Indirect expenses	\$883,195	\$2,463,181	\$2,994,625	\$254,991	\$6,595,993
GRAND TOTAL	\$2,400,487	\$4,542,678	\$5,922,346	\$599,881	\$13,465,392
FY25 funding request	\$1,701,511	\$5,094,035	\$6,080,389	\$589,490	\$13,465,424

**1. Salaries:**

Fredericksburg locations	Fredericksburg <sup>1</sup>	IdeaSpace <sup>2</sup>	TOTAL
Branch salaries - Direct expense	\$1,099,346	\$117,091	\$1,216,437
LAC & subs <sup>3</sup> - Indirect expense	-	-	\$404,631
<b>TOTAL salaries</b>	<b>\$1,099,346</b>	<b>\$117,091</b>	<b>\$1,621,067</b>

Spotsylvania locations	Salem Church <sup>4</sup>	Snow	Towne Centre <sup>4</sup>	TOTAL
Branch salaries - Direct expense	\$1,118,995	\$323,472	\$157,106	\$1,599,574
LAC & subs <sup>3</sup> - Indirect expense	-	-	-	\$1,243,406
<b>TOTAL salaries</b>	<b>\$1,118,995</b>	<b>\$323,472</b>	<b>\$157,106</b>	<b>\$2,842,979</b>

Stafford locations	Howell	Porter	Fried Center	TOTAL
Branch salaries - Direct expense	\$1,038,808	\$1,042,114	\$15,682	\$2,096,604
LAC & subs <sup>3</sup> - Indirect expense	-	-	-	\$1,525,536
<b>TOTAL salaries</b>	<b>\$1,038,808</b>	<b>\$1,042,114</b>	<b>\$15,682</b>	<b>\$3,622,140</b>

Westmoreland	Cooper	Montross	Newton	Westmoreland <sup>5</sup>	TOTAL
Branch salaries - Direct expense	\$78,875	\$58,459	\$52,467	\$102,605	\$292,405
LAC & subs <sup>3</sup> - Indirect expense	-	-	-	-	\$145,370
<b>TOTAL salaries</b>	<b>\$78,875</b>	<b>\$58,459</b>	<b>\$52,467</b>	<b>\$102,605</b>	<b>\$437,775</b>

TOTALS	Fredericksburg	Spotsylvania	Stafford	Westmoreland	TOTAL
Branch salaries - Direct expense	\$1,216,437	\$1,599,574	\$2,096,604	\$292,405	\$5,205,019
LAC & subs <sup>3</sup> - Indirect expense	\$404,631	\$1,243,406	\$1,525,536	\$145,370	\$3,318,943
<b>TOTAL salaries</b>	<b>\$1,621,067</b>	<b>\$2,842,979</b>	<b>\$3,622,140</b>	<b>\$437,775</b>	<b>\$8,523,962</b>

1 The Fredericksburg branch staffs two unique collections.

2 IdeaSpace is managed by a full-time employee from Snow.

3 All staff at LAC serve every location in the system, and sub costs are distributed based on locality funding percentages since their direct expense is unknown during the budget cycle and are not directly charged to a specific location until after they are used.

4 There are two Salem Church branch employees that also help manage the Towne Centre branch and two Towne Centre employees who work regular shifts at Salem Church Branch.

5 One full-time employee works in all Westmoreland branches as the Branch Services Manager and there are two Outreach positions that fill hours at all Westmoreland branches.

**2. Benefits:**

Fredericksburg locations	Fredericksburg	IdeaSpace	TOTAL
FICA	\$84,100	\$8,957	\$93,057
VRS retirement	\$72,768	\$6,411	\$79,180
VRS life	\$11,714	\$1,032	\$12,746
PEHP	\$6,366	\$561	\$6,927
Health insurance	\$96,177	\$12,767	\$108,944
<b>Total benefits - direct expense</b>	<b>\$271,126</b>	<b>\$29,729</b>	<b>\$300,855</b>

Spotsylvania locations	Salem Church	Snow	Towne Centre	TOTAL
FICA	\$85,603	\$24,746	\$12,019	\$122,367
VRS retirement	\$74,373	\$14,055	\$10,242	\$98,669
VRS life	\$11,854	\$1,894	\$1,382	\$15,129
PEHP	\$6,567	\$1,230	\$1,031	\$8,828
Health insurance	\$179,977	\$12,899	\$42,054	\$234,930
<b>Total benefits - direct expense</b>	<b>\$358,373</b>	<b>\$54,823</b>	<b>\$66,728</b>	<b>\$479,924</b>

Stafford locations	Howell	Porter	Fried	TOTAL
FICA	\$79,469	\$79,722	\$1,200	\$160,390
VRS retirement	\$86,711	\$71,532	\$0	\$158,243
VRS life	\$13,959	\$11,515	\$0	\$25,474
PEHP	\$7,586	\$6,258	\$0	\$13,845
Health insurance	\$314,474	\$158,691	\$0	\$473,165
<b>Total benefits - direct expense</b>	<b>\$502,198</b>	<b>\$327,719</b>	<b>\$1,200</b>	<b>\$831,117</b>

Westmoreland	Cooper	Montross	Newton	Westmoreland	TOTAL
FICA	\$6,034	\$4,472	\$4,014	\$7,849	\$22,369
VRS retirement	\$0	\$0	\$0	\$6,757	\$6,757
VRS life	\$0	\$0	\$0	\$1,088	\$1,088
PEHP	\$0	\$0	\$0	\$591	\$591
Health insurance	\$0	\$0	\$7,457	\$14,223	\$21,680
<b>Total benefits - direct expense</b>	<b>\$6,034</b>	<b>\$4,472</b>	<b>\$11,470</b>	<b>\$30,508</b>	<b>\$52,484</b>

<b>TOTALS - Direct Expenses</b>	Fredericksburg	Spotsylvania	Stafford	Westmoreland	<b>TOTAL</b>
FICA	\$93,057	\$122,367	\$160,390	\$22,369	\$398,184
VRS retirement	\$79,180	\$98,669	\$158,243	\$6,757	\$342,849
VRS life	\$12,746	\$15,129	\$25,474	\$1,088	\$54,437
PEHP	\$6,927	\$8,828	\$13,845	\$591	\$30,191
Health insurance	\$108,944	\$234,930	\$473,165	\$21,680	\$838,719
<b>Total benefits - direct expense</b>	<b>\$300,855</b>	<b>\$479,924</b>	<b>\$831,117</b>	<b>\$52,484</b>	<b>\$1,664,380</b>

Locality use %	12.75%	39.18%	48.07%	n/a	
<b>TOTALS - Indirect Expenses</b>	Fredericksburg	Spotsylvania	Stafford	Westmoreland	<b>TOTAL</b>
LAC FICA	\$30,836	\$94,757	\$116,257	\$0	\$241,850
LAC VRS retirement	\$42,863	\$131,716	\$161,602	\$0	\$336,181
LAC VRS life insurance	\$6,900	\$21,204	\$26,015	\$0	\$54,118
LAC PEHP	\$3,750	\$11,524	\$14,138	\$0	\$29,412
LAC Health insurance	\$92,761	\$285,049	\$349,727	\$33,326	\$760,864
Cash match	\$7,925	\$24,352	\$29,877	\$2,847	\$65,000
Vaccine clinics	\$244	\$749	\$919	\$88	\$2,000
Employee Assistance Program	\$1,219	\$3,746	\$4,596	\$438	\$10,000
Workers' comp	\$244	\$749	\$919	\$88	\$2,000
Unemployment	\$244	\$749	\$919	\$88	\$2,000
<b>Total benefits - indirect expense</b>	<b>\$186,985</b>	<b>\$574,595</b>	<b>\$704,971</b>	<b>\$36,874</b>	<b>\$1,503,425</b>

<b>TOTALS</b>	Fredericksburg	Spotsylvania	Stafford	Westmoreland	<b>TOTAL</b>
Benefits - Direct expense	\$300,855	\$479,924	\$831,117	\$52,484	\$1,664,380
Benefits - Indirect expense	\$186,985	\$574,595	\$704,971	\$36,874	\$1,503,425
<b>GRAND TOTAL benefits</b>	<b>\$487,841</b>	<b>\$1,054,519</b>	<b>\$1,536,088</b>	<b>\$89,358</b>	<b>\$3,167,805</b>

**3. FY25 Budget - Other line items:**

Locality use %	12.75%	39.18%	48.07%	n/a	
<b>Other line items - Indirect expenses</b>	Fredericksburg	Spotsylvania	Stafford	Westmoreland	<b>TOTAL</b>
Professional Services	\$6,089	\$18,712	\$22,958	\$2,240	\$50,000
Temporary Services <sup>1</sup>	\$609	\$1,871	\$2,296	\$10,224	\$15,000
Books & Materials <sup>2</sup>	\$38,208	\$117,411	\$144,051	\$14,055	\$313,725
System Upkeep	\$2,850	\$8,757	\$10,744	\$1,048	\$23,400
Equipment Contracts	\$1,888	\$5,801	\$7,117	\$694	\$15,500
Telephone	\$5,237	\$16,093	\$19,744	\$1,926	\$43,000
Insurance	\$3,775	\$11,602	\$14,234	\$1,389	\$31,000
Publicity	\$4,872	\$14,970	\$18,367	\$1,792	\$40,000
Programming	\$3,654	\$11,227	\$13,775	\$1,344	\$30,000
General Supplies	\$18,268	\$56,137	\$68,875	\$6,720	\$150,000
Computer Services	\$67,592	\$207,707	\$254,836	\$24,864	\$555,000
Vehicle Operation & Maintenance	\$3,654	\$11,227	\$13,775	\$1,344	\$30,000
Continuing Education & Staff Training	\$3,045	\$9,356	\$11,479	\$1,120	\$25,000
Miscellaneous	\$487	\$1,497	\$1,837	\$179	\$4,000
Institutional Memberships & Professional Dues	\$1,218	\$3,742	\$4,592	\$448	\$10,000
Furniture & Equipment	\$9,134	\$28,069	\$34,437	\$3,360	\$75,000
Library Administration Center (LAC) <sup>3</sup>	\$121,000	\$121,000	\$121,000	\$0	\$363,000
<b>Locality TOTAL</b>	<b>\$291,579</b>	<b>\$645,180</b>	<b>\$764,117</b>	<b>\$72,748</b>	<b>\$1,773,625</b>

<sup>1</sup> Westmoreland County pays for \$10,000 of the Temporary Services line item for cleaning services at their buildings. This calculation excludes Westmoreland's contribution.

<sup>2</sup> The majority of funding for Books & Materials comes from State Aid. This calculation is only on the local funding portion of the line item.

<sup>3</sup> LAC Supplies and Furniture & Equipment expenses are attributed to the LAC line item. This line item is funded evenly by three of the participating localities per agreement.

**BENEFIT CATEGORIES**

FICA	\$645,198	<i>All salaries x 7.65%</i>
Medical/HSA insurance	\$1,499,975	<i>CRRL cost only - 13% increase over FY24</i>
Dental insurance	\$57,461	<i>CRRL cost only - 13% increase over FY24</i>
Vision insurance	\$14,179	<i>CRRL cost only - 1% increase over FY24</i>
VRS	\$676,005	<i>FT salaries x 11.43% for FY25 - increase expected</i>
Life insurance	\$108,823	<i>FT salaries x 1.84% for FY25 - increase expected</i>
PEHP - FT	\$59,143	<i>FT salaries x 1%</i>
	\$3,060,783	

**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

TOTAL benefits	\$3,141,783
Benefits Re-Open Spotsylvania Hours Closed in FY21	\$26,054
<b>Grand total benefits</b>	<b>\$3,167,837</b>

FT Salaries	\$5,914,302
PT Salaries	\$2,519,653
TOTAL Salaries	\$8,433,955
Salaries Re-Open Spotsylvania Hours Closed in FY21	\$90,007
<b>Grand total salaries</b>	<b>\$8,523,962</b>

Total cost to reopen Spotsy hours closed in FY21	\$116,061
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**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.

	FY23		FY24		FY25	
<u>Jurisdiction</u>	<u>CY20 Actual</u>	<u>% of use</u>	<u>CY21 Actual</u>	<u>% of use</u>	<u>CY22 Actual</u>	<u>% of use</u>
Fredericksburg	190,267	11.86%	287,817	12.26%	333,100	12.75%
Spotsylvania	622,051	38.76%	934,836	39.80%	1,023,630	39.18%
Stafford	792,434	49.38%	1,125,807	47.94%	1,255,969	48.07%

**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 2023). They also contribute an additional \$10,000 for cleaning of their branches.

	FY23			FY24			FY25		
	<u>FY22 funding</u>	<u>Salary/benefits increase</u>	<u>CPI%</u>	<u>FY23 funding</u>	<u>Salary/benefits increase</u>	<u>CPI%</u>	<u>FY24 funding</u>	<u>Salary/benefits increase</u>	<u>CPI%</u>
Westmoreland	\$482,850	\$21,262	0.50%	\$506,527	\$17,957	1.30%	\$540,373	\$21,825	3.20%

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 and is attributed to the jurisdiction where the customer lives and not, for physical materials, to the library branch where the item was checked out.

The following table illustrates the FY23 percentage of circulation at each CRRL location by residents of the participating localities.

	Fredericksburg	IdeaSpace	Salem Church	Snow	Towne Centre	Howell	Porter	Fried	Cooper	Montross	Newton
Fredericksburg	40.18%	36.36%	6.21%	5.27%	44.35%	2.41%	0.45%	0.25%	0.21%	0.52%	0.98%
Spotsylvania	19.79%	27.27%	82.27%	73.43%	39.04%	6.55%	4.60%	5.09%	0.59%	0.29%	3.37%
Stafford	33.58%	22.73%	6.37%	4.80%	13.27%	88.89%	92.33%	93.41%	1.01%	0.72%	0.23%
Westmoreland	0.55%	9.09%	0.17%	2.34%	0.87%	0.33%	0.01%	0.00%	88.39%	95.65%	86.50%

**5% Cost-of-Living increase on July 1, 2024**

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	93,812	96,157	98,561	101,026	103,551	106,140	108,794	111,513	114,301	117,159	120,087	123,089	126,167	129,321	132,554
Deputy Director	85,087	87,213	89,394	91,628	93,919	96,267	98,674	101,141	103,670	106,261	108,918	111,640	114,432	117,292	120,225
Assistant Director	77,180	79,110	81,087	83,115	85,193	87,322	89,506	91,744	94,037	96,388	98,798	101,267	103,799	106,394	109,054
Librarian IV	73,502	75,340	77,223	79,154	81,132	83,161	85,240	87,372	89,556	91,794	94,089	96,441	98,852	101,324	103,857
Librarian III	66,671	68,337	70,046	71,797	73,592	75,432	77,318	79,251	81,232	83,263	85,344	87,478	89,665	91,907	94,204
Librarian II	60,468	61,980	63,529	65,118	66,745	68,414	70,124	71,878	73,674	75,517	77,405	79,339	81,324	83,356	85,440
Librarian I	56,619	58,035	59,485	60,972	62,496	64,058	65,661	67,302	68,984	70,709	72,476	74,289	76,146	78,050	80,001
Library Assistant IV	53,923	55,271	56,653	58,069	59,520	61,008	62,534	64,097	65,700	67,342	69,026	70,751	72,520	74,333	76,191
Library Assistant III	47,917	49,115	50,342	51,601	52,891	54,214	55,569	56,958	58,382	59,842	61,338	62,871	64,443	66,053	67,705
Library Assistant II	44,361	45,470	46,607	47,772	48,967	50,191	51,446	52,732	54,050	55,401	56,786	58,206	59,661	61,152	62,681
Library Assistant I	40,237	41,243	42,274	43,330	44,414	45,524	46,662	47,829	49,025	50,250	51,507	52,794	54,114	55,467	56,853
Library Clerk II	38,091	39,043	40,019	41,019	42,045	43,096	44,174	45,278	46,410	47,570	48,759	49,978	51,227	52,508	53,821
Library Clerk I	36,961	37,885	38,832	39,803	40,798	41,818	42,863	43,935	45,033	46,159	47,313	48,496	49,708	50,951	52,225
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	135,868	139,265	142,746	146,315	149,973	153,722	157,565	161,505	165,542	169,680	173,922	178,270	182,727	187,296	191,978
Deputy Director	123,230	126,311	129,469	132,705	136,023	139,424	142,909	146,482	150,145	153,897	157,746	161,690	165,731	169,874	174,122
Assistant Director	111,780	114,575	117,439	120,375	123,384	126,469	129,631	132,871	136,193	139,599	143,089	146,665	150,332	154,091	157,943
Librarian IV	106,453	109,115	111,843	114,639	117,504	120,442	123,454	126,540	129,703	132,946	136,269	139,676	143,168	146,747	150,416
Librarian III	96,559	98,973	101,448	103,984	106,583	109,248	111,979	114,779	117,648	120,589	123,604	126,694	129,861	133,107	136,436
Librarian II	87,576	89,766	92,009	94,310	96,667	99,084	101,561	104,100	106,703	109,370	112,104	114,908	117,780	120,725	123,743
Librarian I	82,001	84,050	86,151	88,306	90,513	92,776	95,095	97,473	99,910	102,408	104,967	107,592	110,282	113,039	115,864
Library Assistant IV	78,096	80,049	82,050	84,101	86,204	88,359	90,568	92,832	95,153	97,531	99,969	102,470	105,030	107,657	110,348
Library Assistant III	69,398	71,132	72,911	74,734	76,602	78,517	80,480	82,492	84,554	86,668	88,835	91,056	93,332	95,666	98,057
Library Assistant II	64,248	65,855	67,501	69,189	70,918	72,692	74,508	76,371	78,281	80,237	82,243	84,299	86,407	88,568	90,781
Library Assistant I	58,275	59,731	61,226	62,755	64,325	65,933	67,581	69,271	71,002	72,778	74,597	76,462	78,373	80,332	82,341
Library Clerk II	55,167	56,546	57,960	59,409	60,894	62,416	63,977	65,576	67,216	68,896	70,618	72,384	74,193	76,048	77,949
Library Clerk I	53,531	54,869	56,241	57,647	59,088	60,565	62,079	63,631	65,222	66,852	68,524	70,237	71,993	73,793	75,638

**5% Cost-of-Living increase on July 1, 2024**

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	25.73	26.37	27.03	27.70	28.39	29.10	29.83	30.58	31.34	32.12	32.93	33.75	34.59	35.46	36.34
Library Assistant IV	24.50	25.11	25.74	26.38	27.04	27.71	28.40	29.12	29.84	30.59	31.35	32.14	32.94	33.77	34.61
Library Assistant III	21.77	22.31	22.87	23.45	24.02	24.63	25.24	25.87	26.52	27.18	27.87	28.56	29.27	30.01	30.75
Library Assistant II	20.15	20.65	21.17	21.69	22.24	22.80	23.36	23.95	24.55	25.16	25.79	26.43	27.09	27.77	28.47
Library Assistant I	18.28	18.74	19.20	19.69	20.18	20.69	21.20	21.74	22.28	22.84	23.40	23.99	24.59	25.20	25.83
Library Clerk II	17.31	17.75	18.20	18.65	19.11	19.59	20.08	20.58	21.09	21.63	22.17	22.72	23.29	23.87	24.47
Library Clerk I	16.80	17.22	17.65	18.09	18.54	19.01	19.48	19.97	20.46	20.98	21.50	22.04	22.60	23.16	23.74
Page	13.23	13.57	13.90	14.25	14.61	14.97	15.34	15.73	16.12	16.53	16.94	17.36	17.80	18.24	18.69
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	37.25	38.18	39.13	40.12	41.12	42.15	43.20	44.28	45.39	46.53	47.68	48.88	50.10	51.36	52.64
Library Assistant IV	35.48	36.36	37.28	38.20	39.15	40.14	41.14	42.17	43.22	44.30	45.41	46.55	47.71	48.90	50.13
Library Assistant III	31.53	32.32	33.13	33.96	34.80	35.67	36.56	37.47	38.41	39.38	40.36	41.37	42.40	43.46	44.55
Library Assistant II	29.18	29.90	30.65	31.42	32.20	33.01	33.83	34.68	35.55	36.44	37.35	38.28	39.24	40.22	41.22
Library Assistant I	26.48	27.14	27.81	28.52	29.23	29.96	30.71	31.48	32.27	33.06	33.89	34.74	35.62	36.50	37.41
Library Clerk II	25.07	25.70	26.34	27.01	27.68	28.37	29.09	29.81	30.56	31.32	32.10	32.91	33.73	34.57	35.44
Library Clerk I	24.33	24.94	25.56	26.20	26.86	27.53	28.21	28.92	29.64	30.39	31.14	31.92	32.72	33.54	34.38
Page	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.77	23.34	23.93	24.53	25.14	25.77	26.42	27.07

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.

Cooper		
Pay Grade	PT/FT	FTE
Library Assistant II	PT	0.8
Library Clerk I	PT	0.77
		1.57

Montross		
Pay Grade	PT/FT	FTE
Library Assistant II	PT	0.64
Library Clerk I	PT	0.83
		1.46

Newton		
Pay Grade	PT/FT	FTE
Library Assistant III	FT	1
Library Assistant II	PT	0.71
Library Clerk I	PT	0.57
		2.28

Grand Total 147.97

FTE Impact of Re-opening Spotsylvania Hours Closed in FY21: Salem Church 1.84, Snow .19, STC .125

Fredericksburg		
Pay Grade	PT/FT	FTE
Librarian I	FT	3
Librarian II	FT	2
Librarian III	FT	1
Library Assistant II	FT	3
Library Assistant II	PT	6.2
Library Assistant III	FT	1
Library Clerk I	PT	3.33
Library Clerk II	FT	1
Library Clerk II	PT	0.6
Page	PT	1.41
		22.54

Idea Space		
Pay Grade	PT/FT	FTE
Library Assistant II	FT	1
Library Assistant II	PT	1.38
		2.38

Fried Center		
Pay Grade	PT/FT	FTE
Library Assistant II	PT	0.34
		0.34

Howell		
Pay Grade	PT/FT	FTE
Librarian I	FT	3
Librarian II	FT	2
Librarian III	FT	1
Library Assistant II	FT	5
Library Assistant II	PT	3.6
Library Assistant III	FT	1
Library Clerk I	PT	2.14
Library Clerk II	FT	1
Library Clerk II	PT	0.15
Page	PT	1.19
		20.08

Porter		
Pay Grade	PT/FT	FTE
Librarian I	FT	3
Librarian II	FT	2
Librarian III	FT	1
Library Assistant II	FT	3
Library Assistant II	PT	4.48
Library Assistant III	FT	1
Library Clerk I	PT	4.25
Library Clerk II	FT	1
Library Clerk II	PT	0.36
Page	PT	1.68
		21.77

Salem Church		
Pay Grade	PT/FT	FTE
Librarian I	FT	3
Librarian I	PT	0.1
Librarian II	FT	2
Library III	FT	1
Library Assistant I	PT	0.5
Library Assistant II	FT	2
Library Assistant II	PT	5.16
Library Assistant III	FT	1
Library Clerk I	PT	3
Library Clerk II	FT	1
Library Clerk II	PT	0.2
Page	PT	1.76
		20.72

Snow		
Pay Grade	PT/FT	FTE
Library Assistant II	FT	1
Librarian II	Ft	1
Library Assistant II	PT	2.24
Library Clerk I	PT	2.48
Page	PT	0.2
		6.92

Towne Centre		
Pay Grade	PT/FT	FTE
Library Assistant II	FT	1
Library Assistant II	PT	0.11
Library Assistant III	FT	1
Library Clerk I	PT	1.22
		3.33

Library Admin Center		
Pay Grade	PT/FT	FTE
Assistant Director	FT	1
Deputy Director	FT	1
Director	FT	1
Librarian I	FT	2
Librarian II	FT	3
Librarian III	FT	1
Librarian IV	FT	4
Library Assistant I	FT	2
Library Assistant II	FT	8
Library Assistant II	PT	1.73
Library Assistant III	FT	8
Library Assistant IV	FT	5
Library Clerk I	FT	1
Library Clerk I	PT	3.35
Library Clerk II	FT	2
Page	PT	0.5
		44.58

## CENTRAL RAPPAHANNOCK REGIONAL LIBRARY

## FY25 Operating Budget PROPOSAL - Option 1

<u>Expenditure Categories</u>	<u>FY22 Actual Expenditure</u>	<u>FY23 Actual Expenditure</u>	<u>FY24 Adopted Expenditure</u>	<u>FY24 Proposed Expenditure</u>	<u>Explanation for FY25 increase</u>	<u>FY25 Compared to FY24</u>
Salaries	7,237,227	7,555,220	7,801,660	8,523,962	5% COLA for all employees July 1, 2024 plus 2.5% merit on January 1, 2025.	722,302
Benefits	2,482,982	2,672,452	2,838,628	3,167,837	13% projected increase to health insurance; projected increases to VRS retirement and life; increase on salary based benefits due to raises.	329,209
Professional Services	60,334	93,690	50,000	50,000	No change.	0
Temporary Services (includes Westmoreland cleaning services)	19,028	12,594	19,000	15,000	Reduced to meet actual.	(4,000)
Books & Materials	1,137,887	982,856	1,069,234	1,189,234	Increased to restore FY24 cut and meet customer demand.	120,000
System Upkeep	29,201	31,967	23,400	23,400	No change.	0
Equipment Contracts	15,859	14,956	23,400	15,500	Reduced to meet actual.	(7,900)
Telephone	46,167	42,675	30,000	43,000	Increased due to rising costs.	13,000
Insurance	29,832	29,851	31,000	31,000	No change.	0
Publicity	51,087	47,409	40,000	40,000	No change.	0
Programming	45,623	40,943	30,000	30,000	No change.	0
General Supplies	138,620	168,017	105,000	150,000	Increased due to rising costs.	45,000
Computer Services	513,961	555,009	505,287	555,000	Increased due to rising costs.	49,713
Vehicle Operation & Maintenance	27,001	29,289	30,000	30,000	No change.	0
Continuing Education & Staff Training	33,553	15,901	25,000	25,000	No change.	0
Miscellaneous	3,175	3,114	4,000	4,000	No change.	0
Institutional Memberships & Professional Dues	13,086	14,542	15,000	10,000	Reduced due to expected cost changes.	(5,000)
Furniture & Equipment	183,624	103,894	59,000	75,000	Increased due to rising costs.	16,000
Library Administration Center	331,671	482,797	363,000	363,000	No change.	0
<b>OPERATING EXPENDITURES</b>	<b>12,399,918</b>	<b>12,897,176</b>	<b>13,062,609</b>	<b>14,340,933</b>		<b>1,278,324</b>

Note: FY23 Actual Expenditure is unaudited as of 8/2023