

FY25 Budget Proposal At-A-Glance - v 3

v 3 - This budget reflects line item adjustments due to expected local and state revenue

Funding:

The lower than anticipated revenue from Fredericksburg, Stafford and Spotsylvania required the following updates since v2 of this budget:

- A COLA increase to 2.5% on July 1
- A 2.5% Merit Increase effective on July 1.
- Decrease in Benefits line item due to CRRL joining The Local Choice and reducing health insurance costs by 5%.
- Decrease in budget line items for Books & Materials, Continuing Education, Membership and Professional Dues and Library Administration Center.

An additional increase in State Aid has been requested and will be finalized on June 24. The additional funds will be used to provide a portion of professional salaries. The Westmoreland budget has not been approved to-date, the revenue figure used represents the CRRL request.

FY25 Budget Proposal At-A-Glance - v 2

v 2 - This budget reflects the State Aid expected in FY25, an increase over the original budgeted revenue. The anticipated increase in State Aid will lower the requested funding from Fredericksburg, Stafford and Spotsylvania.

Funding:

The addition of **\$141,915** in State Aid allows for lowering the requested funding by the following amounts:

- Fredericksburg - requested funding reduced by \$18,094
- Spotsylvania - requested funding reduced by \$55,601
- Stafford - requested funding reduced by \$68,221

FY25 Budget Proposal At-A-Glance - v 1

v 1 - 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.

v 1 - FY25 Budget Proposal At-A-Glance (continued)**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.

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.

v 1 - FY25 Budget Proposal At-A-Glance (continued)

- 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 Increase Breakdown - v3

* Salaries - 2.5% COLA for all employees on July 1; 2.5% merit increase on July 1

* 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 (excluding new positions) - 2.5%	\$193,770
* Merit increase (excluding new positions)- 2.5%	\$171,458
* New part-time positions	\$35,657
TOTAL	\$400,885

Other line items

* Benefits Software	\$30,000
* Net increases due to inflation (some line items were also reduced)	\$35,713
TOTAL	\$65,713

% increase **1.37%**

	<u>FY22 Actual</u> <u>Funded Revenue</u>	<u>FY23 Actual</u> <u>Funded Revenue</u>	<u>FY24 Proposed Revenue</u>	<u>FY25 Adopted Revenue</u>	<u>FY25 Increase/Decrease</u> <u>Over FY24</u>	
City of Fredericksburg	1,364,006	1,400,000	1,470,000	1,570,000	100,000	6.80%
Operating	1,243,006	1,279,000	1,349,000	1,455,000	106,000	7.86%
Library Administration Center	121,000	121,000	121,000	115,000	(6,000)	-4.96%
Spotsylvania County	4,307,827	4,307,827	4,507,827	4,307,827	(200,000)	-4.44%
Operating	4,186,827	4,186,827	4,386,827	4,192,827	(194,000)	-4.42%
Library Administration Center	121,000	121,000	121,000	115,000	(6,000)	-4.96%
Restore evening hours at branches cut in FY21	0	0	0	0	0	
Stafford County	5,376,553	5,305,781	5,537,501	5,774,835	237,334	4.29%
Operating	5,255,553	5,184,781	5,416,501	5,659,835	243,334	4.49%
Library Administration Center	121,000	121,000	121,000	115,000	(6,000)	-4.96%
Westmoreland County	483,493	506,527	530,939	572,500	41,561	7.83%
Operating	473,493	496,527	520,939	562,500	41,561	7.98%
Cleaning services	10,000	10,000	10,000	10,000	0	0.00%
Commonwealth of Virginia	763,384	875,878	1,027,523	1,118,996	91,473	8.90%
Operating	763,384	875,878	1,027,339	1,118,996	91,657	0.00%
REVENUE	12,295,263	12,396,013	13,073,790	13,344,158	270,368	2.07%
<i>Library funds to reinstate Spotsylvania FY24 closures (prorated)</i>	0	0	89,943	0	(89,943)	-100.00%
TOTAL REVENUE (includes funds to restore hours)	12,295,263	12,396,013	13,163,733	13,344,158	180,425	1.37%

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/Committed	0	293,938
Unassigned	2,022,489	1,691,680
TOTAL FUND BALANCE	2,022,489	1,985,618

Note: FY23 Fund Balance is unaudited

	<u>FY22 Actual Expenditure</u>	<u>FY23 Actual Expenditure</u>	<u>FY24 Adopted Expenditure - updated to reflect proposed use of FY24 Add'l State Aid</u>	<u>FY25 Proposed Expenditure</u>	<u>FY25 Increase/Decrease Over FY24</u>	
Salaries	7,237,227	7,555,220	7,801,660	8,202,546	400,886	5.14%
Benefits	2,482,982	2,672,452	2,838,628	2,630,374	(208,254)	-7.34%
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	1,079,358	1,039,338	(40,020)	-3.71%
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	43,000	43,000	0	0.00%
Insurance	29,832	29,851	31,000	31,000	0	0.00%
Publicity	51,087	47,409	43,000	40,000	(3,000)	-6.98%
Programming	45,623	40,943	30,000	30,000	0	0.00%
General Supplies	138,620	168,017	135,000	150,000	15,000	11.11%
Computer Services	513,961	555,009	550,287	585,000	34,713	6.31%
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	345,000	(18,000)	-4.96%
OPERATING EXPENDITURE	12,399,918	12,897,176	13,163,733	13,344,158	180,425	1.37%

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	1,027,523	1,118,996	91,473	8.90%
Operating	763,384	875,878	1,027,523	1,118,996	91,473	8.90%
TOTAL REVENUE	763,384	875,878	1,027,523	1,118,996	91,473	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	1,027,030	1,039,338	12,308	1.20%
Professional Salaries	0	0	0	79,658	79,658	9.89%
OPERATING EXPENDITURE	763,384	875,878	1,027,030	1,118,996	91,966	11.09%

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	\$865,912	\$2,410,070	\$2,929,463	248,634	\$6,595,993
GRAND TOTAL	\$2,383,204	\$4,489,567	\$5,857,184	\$593,523	\$13,465,392
FY25 funding request	\$1,683,417	\$5,038,434	\$6,012,168	\$589,490	\$13,465,424

1. Salaries:

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

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

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

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

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 ³ - Indirect expense	\$404,631	\$1,243,406	\$1,525,536	\$145,370	\$3,318,943
TOTAL salaries	\$1,621,067	\$2,842,979	\$3,622,140	\$437,775	\$8,523,962

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
Total benefits - direct expense	\$271,126	\$29,729	\$300,855

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
Total benefits - direct expense	\$358,373	\$54,823	\$66,728	\$479,924

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
Total benefits - direct expense	\$502,198	\$327,719	\$1,200	\$831,117

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
Total benefits - direct expense	\$6,034	\$4,472	\$11,470	\$30,508	\$52,484

TOTALS - Direct Expenses	Fredericksburg	Spotsylvania	Stafford	Westmoreland	TOTAL
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
Total benefits - direct expense	\$300,855	\$479,924	\$831,117	\$52,484	\$1,664,380

Locality use %	12.75%	39.18%	48.07%	n/a	
TOTALS - Indirect Expenses	Fredericksburg	Spotsylvania	Stafford	Westmoreland	TOTAL
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
Total benefits - indirect expense	\$186,985	\$574,595	\$704,971	\$36,874	\$1,503,425

TOTALS	Fredericksburg	Spotsylvania	Stafford	Westmoreland	TOTAL
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
GRAND TOTAL benefits	\$487,841	\$1,054,519	\$1,536,088	\$89,358	\$3,167,805

3. FY25 Budget - Other line items:

Locality use %	12.75%	39.18%	48.07%	n/a	
Other line items - Indirect expenses	Fredericksburg	Spotsylvania	Stafford	Westmoreland	TOTAL
Professional Services	\$6,089	\$18,712	\$22,958	\$2,240	\$50,000
Temporary Services ¹	\$609	\$1,871	\$2,296	\$10,224	\$15,000
Books & Materials ²	\$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) ³	\$121,000	\$121,000	\$121,000	\$0	\$363,000
Locality TOTAL	\$291,579	\$645,180	\$764,117	\$72,748	\$1,773,625

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

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

³ 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	\$627,495	<i>All salaries x 7.65%</i>
Medical insurance	\$1,241,976	<i>CRRL cost only - Reduction based on new insurance</i>
VRS	\$511,558	<i>FT salaries x 8.63% for FY25 - increase expected</i>
Life insurance	\$109,069	<i>FT salaries x 1.84% for FY25 - increase expected</i>
PEHP - FT	\$59,276	<i>FT salaries x 1%</i>
Total	<u>\$2,549,374</u>	

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	<u>\$81,000</u>

Grand Total Benefits **\$2,630,374**

FT Salaries	\$5,927,670
PT Salaries	\$2,274,876
TOTAL Salaries	<u>\$8,202,546</u>

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.

Jurisdiction	FY23		FY24		FY25	
	CY20 Actual	% of use	CY21 Actual	% of use	CY22 Actual	% of use
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		
	FY22 funding	Salary/benefits increase	CPI%	FY23 funding	Salary/benefits increase	CPI%	FY24 funding	Salary/benefits increase	CPI%
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%

2.5% 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	91,579	93,867	96,215	98,620	101,086	103,613	106,203	108,858	111,579	114,370	117,228	120,159	123,163	126,242	129,398
Deputy Director	83,061	85,137	87,265	89,447	91,683	93,975	96,324	98,733	101,201	103,731	106,324	108,982	111,708	114,500	117,363
Assistant Director	75,343	77,227	79,157	81,136	83,164	85,243	87,375	89,559	91,798	94,093	96,445	98,856	101,327	103,861	106,458
Librarian IV	71,752	73,546	75,385	77,270	79,201	81,181	83,211	85,291	87,423	89,609	91,849	94,145	96,499	98,911	101,384
Librarian III	65,083	66,710	68,378	70,087	71,840	73,636	75,477	77,364	79,298	81,280	83,312	85,395	87,530	89,718	91,961
Librarian II	59,029	60,505	62,017	63,567	65,156	66,785	68,455	70,166	71,920	73,719	75,562	77,450	79,387	81,372	83,405
Librarian I	55,271	56,653	58,068	59,521	61,008	62,533	64,097	65,699	67,341	69,026	70,751	72,520	74,333	76,191	78,096
Library Assistant IV	52,639	53,955	55,304	56,687	58,103	59,556	61,045	62,571	64,135	65,738	67,382	69,067	70,794	72,563	74,377
Library Assistant III	46,776	47,945	49,144	50,373	51,631	52,923	54,246	55,602	56,992	58,417	59,877	61,374	62,908	64,481	66,093
Library Assistant II	43,305	44,388	45,498	46,634	47,801	48,996	50,221	51,477	52,763	54,082	55,434	56,820	58,241	59,696	61,188
Library Assistant I	39,279	40,261	41,268	42,299	43,356	44,440	45,551	46,690	47,857	49,053	50,280	51,537	52,825	54,147	55,500
Library Clerk II	37,184	38,114	39,066	40,043	41,044	42,070	43,122	44,200	45,305	46,438	47,598	48,788	50,008	51,258	52,539
Library Clerk I	36,081	36,983	37,908	38,856	39,826	40,823	41,843	42,889	43,961	45,060	46,187	47,342	48,525	49,738	50,981
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	132,633	135,949	139,348	142,832	146,402	150,062	153,814	157,659	161,600	165,640	169,781	174,026	178,377	182,836	187,407
Deputy Director	120,296	123,303	126,387	129,546	132,785	136,105	139,507	142,995	146,570	150,233	153,990	157,840	161,785	165,830	169,976
Assistant Director	109,118	111,847	114,643	117,509	120,447	123,458	126,544	129,708	132,951	136,275	139,682	143,173	146,752	150,422	154,183
Librarian IV	103,919	106,517	109,180	111,910	114,707	117,575	120,514	123,527	126,615	129,780	133,025	136,351	139,759	143,253	146,834
Librarian III	94,260	96,617	99,032	101,508	104,046	106,647	109,313	112,046	114,847	117,718	120,661	123,678	126,769	129,938	133,187
Librarian II	85,491	87,628	89,819	92,064	94,366	96,725	99,143	101,622	104,163	106,766	109,435	112,172	114,975	117,850	120,796
Librarian I	80,048	82,049	84,100	86,204	88,358	90,567	92,831	95,152	97,531	99,969	102,468	105,031	107,656	110,347	113,106
Library Assistant IV	76,236	78,143	80,097	82,098	84,151	86,255	88,411	90,621	92,888	95,209	97,589	100,030	102,530	105,093	107,720
Library Assistant III	67,745	69,439	71,175	72,954	74,778	76,647	78,564	80,528	82,541	84,605	86,720	88,888	91,110	93,388	95,723
Library Assistant II	62,719	64,287	65,894	67,541	69,230	70,961	72,734	74,552	76,417	78,326	80,285	82,292	84,349	86,459	88,619
Library Assistant I	56,888	58,309	59,768	61,261	62,794	64,363	65,972	67,621	69,312	71,045	72,821	74,642	76,507	78,420	80,381
Library Clerk II	53,854	55,199	56,580	57,995	59,444	60,930	62,453	64,014	65,615	67,255	68,936	70,660	72,427	74,238	76,093
Library Clerk I	52,257	53,562	54,902	56,275	57,681	59,123	60,601	62,116	63,669	65,261	66,893	68,564	70,279	72,036	73,837

2.5% 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	25.11	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	35.48
Library Assistant IV	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	33.79
Library Assistant III	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	30.03
Library Assistant II	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	27.79
Library Assistant I	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	25.22
Library Clerk II	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	23.88
Library Clerk I	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	23.17
Page	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	18.25
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	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	51.38
Library Assistant IV	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	48.93
Library Assistant III	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	43.49
Library Assistant II	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	40.24
Library Assistant I	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	36.52
Library Clerk II	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	34.59
Library Clerk I	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	33.56
Page	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	26.43

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

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

Grand Total 147.97

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

<u>Expenditure Categories</u>	<u>FY22 Actual Expenditure</u>	<u>FY23 Actual Expenditure</u>	<u>FY24 Adopted Expenditure</u>	<u>FY25 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	8,202,546	2.5% COLA for all employees July 1, 2024 plus 2.5% merit on July 1, 2024	400,886
Benefits	2,482,982	2,672,452	2,838,628	2,630,374	Reduced with move to Local Choice as insurance.	(208,254)
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	1,079,358	1,039,338	Reduced to balance the budget.	(40,020)
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	43,000	43,000	No change.	0
Insurance	29,832	29,851	31,000	31,000	No change.	0
Publicity	51,087	47,409	43,000	40,000	Reduced to balance the budget.	(3,000)
Programming	45,623	40,943	30,000	30,000	No change.	0
General Supplies	138,620	168,017	135,000	150,000	Increased due to rising costs.	15,000
Computer Services	513,961	555,009	550,287	585,000	Increased due to benefits software and rising costs.	34,713
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	345,000	Reduced due to lease addendum	(18,000)
OPERATING EXPENDITURES	12,399,918	12,897,176	13,163,733	13,344,158		180,425

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