

Regional Funding

Fiscal Year 2021 - Intergovernmental Funding Application

Central Rappahannock Regional Library

Agency Budget Narrative

Administrative Expenses

Provide an overview of the administrative costs for your agency.

CRRL's operating budget consists of line item expenditures for the direct operation of the agency. The main components are salaries, benefits, and books and materials. The operating budget also includes the Library Administration Center.

If your agency is requesting an increase or decrease in administrative funding, please describe in detail the reasons for these changes.

Requested funding for CRRL's FY21 operating budget includes an increase of less than 5%. The request includes a cost-of-living increase, projected increases to benefits costs, additional funding for books and materials, and slight increases to other line items due to rising operational costs.

Please provide justification for and specific amounts of administrative costs that are defrayed by locality funds.

Salary/Benefits - see below

Books/Materials - Circulation of e-materials rose nearly 50% in FY19. Increased funding will allow CRRL to remain focused on building our e-collection to keep up with demand.

Line items - Line items are increased as necessary based on actual expenses. Rising operational costs (primarily due to our growth!) are the driving factor.

Administrative staff continually evaluate actual expenses in order to budget line items effectively including managing vacancies and streamlining operations where possible. CRRL continues to see savings from the revamped leave earning and use policy. By FY21 we'll be recouping additional funds due to reduced leave payouts. System-wide implementation of Express Checkouts allows for more efficient use of staff time. Credit card payments in the branch and online allow CRRL to more quickly and efficiently recoup charges for lost and damaged materials.

Capital Expenses

Please provide an overview of the capital costs for your agency.

n/a

Please provide justification for and specific amounts of capital costs that are defrayed by locality funds.

n/a

Salary & Benefit Expenses

Please provide an overview of any increases or decreases in general personnel expenses for your agency.

Salaries - The FY21 budget includes a 2.5% COLA salary increase, effective July 1, 2020. Because we continue to manage vacancies effectively and streamline operations where possible, the COLA amounts to just a 1.39% increase over our FY20 salary expense. The Consumer Price Index has increased 1.8% over the past 12 months (July 2018-July 2019). CRRL's modest salary increase keeps our salaries on pace with rising housing prices and costs of living in what is now considered Northern Virginia as well as with other competitive library systems.

Benefits - An increase in FY21 health insurance costs is anticipated and our FY21 request includes a 9% increase to cover those costs. In FY21, CRRL's VRS rates are subject to change; we are planning for a slight increase to those rates. We propose increasing the maximum of CRRL's 457 cash-match program; participating employees would receive a 50% match of their bi-weekly 457 contribution up to a maximum of \$40.

Please provide a description of any changes to agency benefits structure or cost.

There have been no changes to agency benefits structure/cost.

Budget Issues

Provide any legislative initiatives or issues that may impact the agency for the upcoming year.

State Aid funding is dependent on approval from the General Assembly and is subject to change prior to the Assembly's final vote. For this reason, CRRL's FY21 budget reflects level funding for State Aid.

If you are aware of "outside" funding sources that will expire or be reduced on a set cycle or date, please note those below and how you are planning for them.

n/a

Please detail any identified agency needs or areas of concern that are currently not being addressed in your funding request.

n/a

Central Rappahannock Regional Library

Agency Total Budget

In the boxes below provide an overview of the administrative costs associated with your total agency budget.

Expenses

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Budgeted	FY 2021
Salary			7,760,033.00	7,760,033.00	7,867,727.00
Benefits			2,490,709.00	2,716,190.00	2,999,973.00
Operating Expenses			2,262,429.00	2,430,171.00	2,622,171.00
Capital Expenses					
Other Expenses					
Total	0.00	0.00	12,513,171.0 0	12,906,394.0 0	13,489,871.0 0

Revenues

Please include revenue associated with your entire organization. This section represents the TOTAL revenue your organization is receiving. The revenue associated with specific programs will be listed within your program budgets; this section represents total revenues. (For example if your organization requests funding for multiple programs the total amount requested from each locality or other entities goes within this section)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Budgeted	FY 2021
Caroline					
Fredericksburg			1,300,990.00	1,463,835.00	1,594,516.00
King George					
Spotsylvania			4,812,073.00	4,626,346.00	4,850,724.00
Stafford			5,301,944.00	5,663,018.00	5,864,616.00
United Way					
Grants					
Client Fees					
Fundraising					
Other (Click to itemize)	0.00	0.00	1,098,164.00	1,153,195.00	1,180,015.00
Total	0.00	0.00	12,513,171.0 0	12,906,394.0 0	13,489,871.0 0

Surplus / Deficit

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Budgeted	FY 2021
Surplus or Deficit	0.00	0.00	0.00	0.00	0.00

Central Rappahannock Regional Library

Locality Information

Locality Notes

Please use the spaces below to provide any locality specific notes or statements that may be relevant to your application.

Caroline County

City of Fredericksburg

In calculating the percentage of use for the 3 localities participating in the funding agreement, only the circulation for those localities is examined. Use by residents of other jurisdictions is excluded from the calculation.

Fredericksburg's percentage of use increased to 12.42% and traffic to the Fredericksburg branch increased 2% for the same time frame. Expansion of the parking lot has had a positive impact on Fredericksburg branch users. The change in circulation is reflected in Fredericksburg's total increase for FY21 although it is 3.5% less than their increase in the previous budget cycle.

King George County

Spotsylvania County

In calculating the percentage of use for the 3 localities participating in the funding agreement, only the circulation for those localities is examined. Use by residents of other jurisdictions is excluded from the calculation.

Spotsylvania's percentage of use has remained steady at 39.5% and their FY21 total budget increase is 4.85%. In FY19, Spotsylvania contributed start-up costs for two new county locations over the operating funding resulting in a much lower FY20 funding request and thus impacting the total increase for FY21.

Stafford County

In calculating the percentage of use for the 3 localities participating in the funding agreement, only the circulation for those localities is examined. Use by residents of other jurisdictions is excluded from the calculation.

Stafford residents account for 48% of the CRRL's circulation (among the localities under CRRL's memorandum of agreement), down slightly over FY20 (FY21 - 48.02%, FY20 - 48.56%). Stafford's FY20 increase was significantly higher than previous years due to a return to the funding formula (the previous four budget years used a static percentage of increase to bring the funding amounts back to parity). The FY21 increase amount is much lower, as promised, reflecting the small decrease in Stafford's circulation percentage as well as their large funding amount in FY20.

Central Rappahannock Regional Library - Central Rappahannock Regional Library

Program Overview

General Information

Program Name Central Rappahannock Regional Library
Is this a new program? No

Program Contact

Name Martha Hutzel
Title Director
Email martha.hutzel@crml.org
Phone (540) 372-1144

Program Purpose / Description

Provide an overview of this program

Central Rappahannock Regional Library improves lives through the transformative power of information, learning, and ideas to meet the growing needs of our region. Central Rappahannock Regional Library inspires lifelong learning for everyone in our community.

Justification of Need

Please state clearly why this service should be provided to the citizens of the region and why the localities should consider this funding request.

Adequate funding for the library is one of the best long-term investments the region can make in creating a well-educated, literate, job-ready citizenry. CRRL serves residents of Fredericksburg, Stafford, Spotsylvania, and Westmoreland with 10 full-service branches and a robust Library-on-the-Go outreach program that reaches preschoolers, senior citizens, rural residents, and, soon, under-served populations in our community.

Demand for services has risen, especially technology services including public computers and wifi as well as access to the digital collection; circulation of CRRL's e-materials increased 50% in FY18. Library users also heavily use CRRL's business services, attend library programs, utilize branch meeting room spaces, and access the print collection.

If this is a new program, be sure to include the benefits to the region for funding a new request.

Central Rappahannock Regional Library is not a new program.

Central Rappahannock Regional Library - Central Rappahannock Regional Library

Program Budget Narrative

Please indicate in detail reasons for increases or decreases in the amounts you are requesting.

CRRL's operating budget consists of line item expenditures for the direct operation of the agency. The main components are salaries, benefits, and books and materials. The operating budget also includes the Library Administration Center.

Requested funding for CRRL's FY21 operating budget includes an increase of less than 5%. The request includes a cost-of-living increase, projected increases to benefits costs, additional funding for books and materials, and slight increases to other line items due to rising operational costs.

If an increase is being requested, please describe the impact not receiving an increase would have on the program.

After many years of not being able to offer staff increases despite a steady increase in the costs of living in our region, we have been able to incrementally raise CRRL's salary scale to more competitive levels over the past 3 fiscal years. Not receiving an increase would impact our ability to offer staff a cost-of-living increase and we could lose our ability to retain highly qualified employees.

Circulation of e-materials increased 50% in FY20. We would be unable to grow our e-collection and keep up with demand if there is not a funding increase.

In particular, please describe in detail if any increase is sought for new positions or personnel.

There are no new positions or personnel budgeted for FY21.

Central Rappahannock Regional Library - Central Rappahannock Regional Library

Program Specific Budget

Please provide your program specific budget below.

Expenses

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Budgeted	FY 2021
Personnel		7,290,314.00	7,760,033.00	7,760,033.00	7,867,727.00
Benefits		2,555,150.00	2,490,709.00	2,716,190.00	2,999,973.00
Operating Expenses		2,101,436.00	2,262,429.00	2,430,171.00	2,622,171.00
Capital Expenses					
Total	0.00	11,946,900.0 0	12,513,171.0 0	12,906,394.0 0	13,489,871.0 0

Revenues

This section represents revenue specifically associated with your program. Revenue that supports the implementation of your program and the services provided to the community.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Budgeted	FY 2021
Caroline					
Fredericksburg		1,250,471.00	1,300,990.00	1,463,835.00	1,594,516.00
King George					
Spotsylvania		4,386,632.00	4,812,073.00	4,626,346.00	4,850,724.00
Stafford		5,238,040.00	5,301,944.00	5,663,018.00	5,864,616.00
United Way					
Grants					
Client Fees					
Fundraising					
Other (Click to itemize)	0.00	1,071,757.00	1,098,164.00	1,153,195.00	1,180,015.00
Westmoreland County		424,259.00	440,209.00	459,258.00	486,078.00
State of Virginia		647,498.00	657,955.00	693,937.00	693,937.00
Total	0.00	11,946,900.0 0	12,513,171.0 0	12,906,394.0 0	13,489,871.0 0

Surplus / Deficit

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budgeted	FY 2020 Budgeted	FY 2021
Surplus or Deficit	0.00	0.00	0.00	0.00	0.00