

Imagine. Discover. Connect

CRAVEN-PAMLICO Regional Library

Mission Statement: The Craven-Pamlico Regional Library enriches, educates, and inspires our community by providing opportunities to gather, participate, create and engage.

FY 24-25

PROPOSED BUDGET



www.MyCPRL.org

Craven-Pamlico Regional Library (CPRL)

May 1, 2024

To Craven and Pamlico County Patrons,

Thank you for your interest in the Craven-Pamlico Regional Library (CPRL). Our libraries in Craven and Pamlico County are more than just educational centers; they are safe havens that foster a sense of community.

Over the past fiscal year, our libraries have taken significant steps to strengthen community connections with our patrons, our partners, and each other. We have reevaluated procedures and streamlined workflows, optimizing staff as a resource and improving employee satisfaction with efficient processes and communication. We have introduced workflow automation, with self-checkout machines and data scanners, we have not only enhanced efficiency but also increased staff interaction with library users. These achievements, which have directly benefited our community, are a testament to our commitment to continuous improvement and providing a positive patron experience.

Here are just a few highlights of the many accomplishments in 2023-2024 calendar year:

1. CPRL was able to invest more funding towards the book/tech virtual library, improving the CPRL App (CPRLGo!) for mobile ease by 35% over past years.
2. A state grant of \$301,000.00 was received to expand the program, Tops & Spots, which supplies 500 hotspots and 150 laptops with free internet access of which 5,296 individuals utilized. This program is working to decrease the digital divide impacting our rural residents.
3. CPRL experienced growth in borrower registration and usage, a whopping 59,136 library cardholders have used the Craven and Pamlico libraries this year.
4. CPRL broke ground and started renovations to improve existing facilities with updates and expansion to provide a contemporary patron-centered experience within each library.

County Funds make up the majority of CPRL revenue; the remaining (13%) comes from municipalities, organization partnerships, private donations, grants, and fees. We are deeply grateful for your support and contributions, which have been instrumental in our success. The revenue CPRL administration has received in State Funding and grants are not reflected in the library branch budgets but over 32% (\$80,000.00) of CPRL Administration Funds from the State Library were used for books, tech, program supplies, and outreach instead of administration. In FY24, CPRL doubled donations received, increasing from \$25,477 to \$50,434. In 2025, we are working toward creating a trust fund for future library one-time needs and instituting a QRL code at each library location for patrons to donate digitally and conveniently. Your contributions have not gone unnoticed and we are truly grateful for your support.

We would also like to thank the Friends of the Library, who work year-round, volunteering, fundraising, and tirelessly supporting and promoting the CPRL libraries. We thank our county officials and local municipalities who provided services and our general public who recognize the need for libraries in our community.

We eagerly await your perspectives at our public budget hearing on Tuesday, May 28th, at 10:00 a.m., to join us in person go to the Craven County Commissioner's Conference Room at 406 Craven St, New Bern, NC 28560 Virtual options may be obtained at the CPRL website (mycpri.org). If you are unable to attend, please feel free to email your written comments about the proposal to kat.clowers@mycpri.org or the Interim CPRL Finance Officer, Brittany LaRowe, brittany.larowe@mycpri.org.

Respectfully,

Katherine Clowers

Katherine B. Clowers
CPRL Regional Director



CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)

CRAVEN PAMLICO REGIONAL LIBRARY

Regional Library Board of Trustees

CRAVEN COUNTY

Commissioner Jason Jones - Chair
Commissioner E.T. Mitchell—Vice-Chair
Commissioner Sherry Hunt Commissioner
Denise Smith

PAMLICO COUNTY

Commissioner Doug Brinson
John Prescott
Ann Whitman

Katherine B. Clowers, CPRL Regional Director

Phone: 252-638-7812

Email: kat.clowers@mycpri.org

Brittany LaRowe, Interim Finance Officer

Phone: 252-638-7810

Email: brittany.larowe@mycpri.org

**400 Johnson Street
New Bern, NC 28560**





CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)

CPRL LIBRARY LOCATIONS

COVE CITY-CRAVEN COUNTY PUBLIC LIBRARY

102 North Main Street
Cove City NC 28523
Mon-Thurs - 10:00 am – 6:00 pm
Fri - 10:00 am – 2:00 pm



HAVELOCK-CRAVEN COUNTY PUBLIC LIBRARY

301 Cunningham Blvd.
Havelock, NC 28532
Mon-Thurs - 9:00 am- 7:00 pm
Friday -9:00 am- 6:00 pm
Saturday - 12:00 pm - 4:00 pm



NEW BERN-CRAVEN COUNTY PUBLIC LIBRARY

408 Hancock Street
New Bern, NC 28560
Mon -Thurs- 9:00 am- 7:00 pm
Fri & Sat- 9:00 am – 6:00 pm



VANCEBORO-CRAVEN COUNTY PUBLIC LIBRARY

7931 Main Street
Vanceboro, NC 28586
Monday-Friday - 10:00 am – 6:00 pm

PAMLICO COUNTY PUBLIC LIBRARY

603 Main Street
Bayboro, NC 28515
Mon & Tues - 12:00 am - 7:00 pm
Wed & Thurs – 9:00 am - 7:00 pm
Fri - 9:00 am - 6:00 pm
Sat – 10:00 am - 2:00 pm



CPRL BOOK/TECHMOBILE

Rotating schedule available at mycpri.org/booktechmobile

MARIBELLE HOLLOWELL ANNEX

709 Main St
Bayboro, NC 28515
Mon-Thur 3-5 pm
Special Hours as approved for Heartworks Students





Services Provided by CPRL in FY 2023-2024

(please note the data and information below is from FY23 and FY24 2023)

Craven- Pamlico Regional Libraries are more than buildings of books, and our budget consists of more than numbers. Our libraries are essential community assets offering all residents information, connection, and educational programs. In FY2023, Program attendance, circulation of eResources, and the circulation of Print materials increased. In addition, CPRL is a factor in addressing widening inequities intensified during the pandemic via a technology loaning library (providing free internet access) and our CPRL Book/Tech mobile, which offers opportunities to isolated patrons. Whether online or in our branches, we reminded our patrons across Craven and Pamlico County—no matter how you engage with us—CPRL is here for you.

- Circulated 358,996 physical items to cardholders. 45.1 % were materials for children, 50.7% were for adults, and 4.2% were for young adults.
- 228,320 visitors utilized Craven Library facilities • 19,482 individuals utilized library desktop computers, and 27,517 connected to the library's public wifi.
- Craven libraries held 1,919 literary and cultural programs, with 41,403 individuals attending.
- Supported Craven County Schools and homeschoolers with Tumblebooks, a database of children's eBooks focused on school curriculum. It contains curriculum-based books and audiobooks for preschool to high school. Standard Core lesson plans and quizzes on concepts learned are included.
- Collaborated with 26 Craven County Public Schools and three private schools to provide students with virtual library cards for over 13,750 students to combat the "summer slide." Students have 24 hours of unlimited access to online collections of books, homework help, practice tests, and much more. In addition, since resources are virtual, there are no late or lost/damaged fees, and the cards do not expire while the students are in school.
- Participation in the CPRL Summer Reading program dipped from FY22, impacting 1,345 children and young adults who read 945,880 minutes.
- In FY23, the Library's outreach vehicle/mobile library, a traveling mobile library, provided materials, library cards, books, internet access, and other timely personal services to 7,820 individuals. The mobile library provides access to Craven's rural areas and individuals with limited transportation or who are homebound. Of the 298 programs/events held in FY23, 208 were scheduled monthly visits at set sites, including the Craven Senior Centers in Havelock and New Bern, Duffyfield, Harlowe, and Craven Terrace. An additional 90 special community events or festivals were attended where citizens were made aware of library services and encouraged to browse and check out materials. As of March 2024, CPRL added 3 additional scheduled monthly stops (2 assisted living areas in Craven County and 1 Pamlico private school) and an outdoor story time in Craven Terrace (averaging 9 children).
- Expanded access to non-traditional items by adding new and diversifying items to our "Library of Things," including CD players, microscope kits, a mobile video production kit, telescopes, binoculars, hotspots, musical instruments, family board games, and baking pans.
- Increased circulation of electronic resources (eBooks, eAudiobooks, Universal classes, movies, libguides, etc.) by 36% in FY 23.
- Increased programming to the community by 43%, including a Books and Babies lap-time storytime. Other programs included twice-weekly storytimes, life skills training for Young Adults, Senior Citizen crafts, games, and book clubs, as well as genealogy/history programs sponsored by the Kellenberger Room.
- CPRL is focused on improving patron's tech experience by updating 27 public desk top computers and 7 circulating laptops.
- Created an impactful internet presence, renovated the website (171,237 visits), and built social media platforms, improving the public's awareness of services and resources and altering the community's perception of the library from a literary depository to an impactful community technology center.
- Purchased 50 Children's educational tablets to allow children access to library resources and educational games with security to protect them from possible harmful internet interactions.
- Improved strategy and procedures to support local governments with connectivity during natural disasters.
- Havelock Library has experienced a 28% growth in print material circulation, a 53% increase in programming, and a 73.9% increase in program attendance.
- The New Bern library provided a creative temporary location to ensure the community had continuous access to services and resources during facility renovation. No complaints regarding the transition have been reported.
- Cove City has the highest attendance of young adult programs in the system, has increased programming for seniors, and the STEM program has doubled to over 30 attendees.
- Vanceboro has impacted the local business community by providing office service (copy, fax, etc.), has the highest circulating statistics of tech equipment, and has increased programming by 43%.
- Pamlico County Library opened the Hollowell Annex for public and 200 Heartworks students and broke ground on their new facility to be completed in FY25.

	<i>FY 2025 Budget</i>	<i>Admin FY 2025 Budget</i>	<i>New Bern FY 2025 Budget</i>	<i>Havelock FY 2025 Budget</i>	<i>Cove City FY 2025 Budget</i>	<i>Vanceboro FY 2025 Budget</i>	<i>Pamlico FY 2025 Budget</i>
REVENUES							
Governmental							
State Grant	392,892	392,892	-	-	-	-	-
County Approp.	2,223,710	-	1,312,881	230,942	182,333	176,424	321,130.00
Municipal Approp.	102,100	-	90,000	6,600	500	4,000	1,000.00
NC Humanities Grant	2,000	-	2,000	-	-	-	-
Personnel Grant	35,000	-	-	35,000	-	-	-
Other Grants	89,000	89,000					
Total Governmental	2,844,702	481,892	1,404,881	272,542	182,833	180,424	322,130.00
Other Revenue							
Fines/Fees	46,400	-	25,000	12,000	1,400	3,000	5,000.00
Retail Sales	2,325	-	2,000	200	50	25	50.00
Miscellaneous Rev.	4,500	4,500	-	-	-	-	-
Special Rev/Secker	22,500		22,500				
Gifts/Donations	21,260	360	17,000	1,200	100	600	2,000.00
Friends of the Library	15,400		6,000	-	-	-	9,400.00
E-Rate	112,080	2,000	32,840	22,720	13,800	22,720	18,000.00
HA-E-Rate	18,000						18,000.00
E-Rate New Facility	26,000						26,000.00
Sales Tax Refund	17,250	17,250	-	-	-	-	-
Total Other Revenues	285,715	24,110	105,340	36,120	15,350	26,345	78,450.00
Other Funds							
Unassigned Funds	16,090	10,000	-	-	6,090	-	-
Assigned Funds	46,593	33,797	-		5,300	7,496	-
Assigned	11,512			11,512			
Committed Funds	11,854	11,854	-	-	-	-	-
Total Other Funds	86,049	55,651	-	11,512	11,390	7,496	-

	<i>FY 2025 Budget</i>	<i>Admin FY 2025 Budget</i>	<i>New Bern FY 2025 Budget</i>	<i>Havelock FY 2025 Budget</i>	<i>Cove City FY 2025 Budget</i>	<i>Vanceboro FY 2025 Budget</i>	<i>Pamlico FY 2025 Budget</i>
GROSS REVENUES	3,216,466	561,653	1,510,221	320,174	209,573	214,265	400,580.00
EXPENDITURES							
Personnel							
Salaries/Wages	1,542,151	196,304	803,162	169,110	100,874	107,490	165,211.00
FICA	118,706	15,693	61,472	12,965	7,717	8,220	12,639.00
Health Insurance	278,474	30,861	168,576	22,441	11,281	11,281	34,034.00
NC Retirement	183,919	17,490	97,251	22,000	13,114	14,239	19,825.00
NC WC	3,746	513	1,932	385	253	252	411.00
Unemployment Ins	14,911	2,051	7,692	1,454	988	1,074	1,652.00
Total Personnel	2,141,907	262,912	1,140,085	228,355	134,227	142,556	233,772.00
Collection							
Books	110,815	8,852	57,390	13,000	6,000	6,510	19,063.00
Periodicals	6,850	-	5,000	850	200	200	600.00
Binding	750	-	750	-	-	-	-
Processing	500	-	-	-	-	-	500.00
Electronic Resources	63,619	10,000	23,000	8,200	3,919	4,500	14,000.00
AV	9,100	-	5,000	1,000	-	-	3,100.00
Microforms	4,100	-	4,100	-	-	-	-
Realia(Objects)	300	-	300	-	-	-	-
Total Collection	196,034	18,852	95,540	23,050	10,119	11,210	37,263.00
Operating							
Telephone	7,183	125	3,600	750	600	680	1,428.00
Postage	3,310	750	2,000	100	110	100	250.00
Advertising	4,250	1,600	1,200	350	150	150	800.00
Tech Cost	259,079	108,500	58,608	33,677	24,974	33,320	
Tech Cost New Facility	36,100						36,100.00
Tech Cost HA	18,800						18,800.00
Tech Cost Pamlico	22,620						22,620.00

	<i>FY 2025 Budget</i>	<i>Admin FY 2025 Budget</i>	<i>New Bern FY 2025 Budget</i>	<i>Havelock FY 2025 Budget</i>	<i>Cove City FY 2025 Budget</i>	<i>Vanceboro FY 2025 Budget</i>	<i>Pamlico FY 2025 Budget</i>
Supplies	38,691	7,000	16,200	5,091	2,400	2,700	5,300.00
Dues/Subscriptions	2,500	1,000	1,000	-	-	-	500.00
Small Eqpt	9,039	1,300	2,000	1,639	2,000	500	1,600.00
Printing	1,840	1,600	-	-	120	120	-
Merchant Fee	2,380	100	1,060	320	100	300	500.00
Total Operating	405,792	121,975	85,668	41,927	30,454	37,870	87,898.00
Facilities							
Utilities	67,500	-	41,500	-	7,000	5,000	14,000.00
Facilities/Plant Operation	45,595	6,500	18,750	7,978	2,600	2,250	7,517.00
Facilities Improvements	8,050	-	-	-	3,600	950	3,500.00
Rent-Bldg/Eqpt	24,883	11,748	4,600	2,400	2,215	2,215	1,705.00
Contract Srvc.	148,327	61,900	71,752	1,200	4,500	2,675	6,300.00
EE Training	10,938	6,000	3,400	500	296	350	392.00
Total Facilities	305,293	86,148	140,002	12,078	20,211	13,440	33,414.00
Travel							
Travel	10,400	5,000	2,000	1,200	700	500	1,000.00
Vehicle Maint/Repair	4,000	4,000					
Vehicle Supplies/Fuel	2,800	2,800					
Total Travel	17,200	11,800	2,000	1,200	700	500	1,000.00
Programming							
Prog. Contracts	11,830	2,000	4,880	1,900	750	1,000	1,300.00
Prog. Supplies	18,100	2,000	7,800	3,500	2,000	1,500	1,300.00
Community Outreach	12,350	3,000	5,600	1,000	750	600	1,400.00
Total Programming	42,280	7,000	18,280	6,400	3,500	3,100	4,000.00
Professional							
Accounting Services	21,536	17,000	1,900	725	475	476	960.00
Legal	9,000	9,000	-	-	-	-	-

Goals for FY 2024-2025

Firstly, the library aims to increase participation in the Summer Reading Program for people of all ages through in-person and virtual events. Additionally, it plans to host business spotlights and programs to support economic growth in the area.

The library recognizes the importance of accessibility and inclusivity, and therefore plans to offer programming for people with disabilities. Depending on the groups' guidelines, the library aims to provide Autism Browsing night and Integration in Motion programs to those who can attend.

To support Craven County's economic resurgence, the library intends to invest in resources and implement programming for the unemployed, underemployed, entrepreneurs, and small business owners. It also aims to develop strategies to create a positive work environment and retain qualified staff to deliver quality service to the public.

The library aims to increase its marketing presence in the community and expand programming for young adults with a focus on life skills training. It also plans to collaborate with local Senior Centers to create a program that provides materials to homebound individuals and set up Family Place Library seating/areas for regular use in the children's area.

To support these initiatives, the library aims to seek new/additional funding resources to support new and current operational resources and services. It also plans to expand the volunteer program at all libraries and recruit talented volunteers to assist in library growth.

The library recognizes the importance of facility improvements/renovation at New Bern, Pamlico, and Cove City to meet new technology and create spaces that welcome and inspire patrons to learn and connect. It also aims to increase awareness and improve Book/Techmobile attendance.

The library aims to make its premises a trusted, safe place that is inviting, easy to use, and a hub of community activity. It also plans to integrate the library into the community to achieve high awareness, meaningful partnerships, and recognition of its value.

In conclusion, the library aims to achieve optimum operational efficiencies while providing enhanced user service. The initiatives that the library has planned for the future are aimed at making it an even more valuable resource for the community.

- Seek new/additional funding resources to support new and current operational resources and services
- Expand a volunteer program at all libraries and recruit talented volunteers to assist in library growth
- Complete facility improvements/renovation - New Bern, Pamlico, and Cove City
- Improve facilities to meet new technology and create spaces that welcome and inspire patrons to learn and connect
- Increase awareness and improve Book/Techmobile attendance
- Make the library a trusted, safe place that is inviting, easy to use, and a hub of community activity
- Integrate the library into the community to achieve high awareness, meaningful partnerships, and recognition of its value
- Achieve optimum operational efficiencies while providing enhanced user service

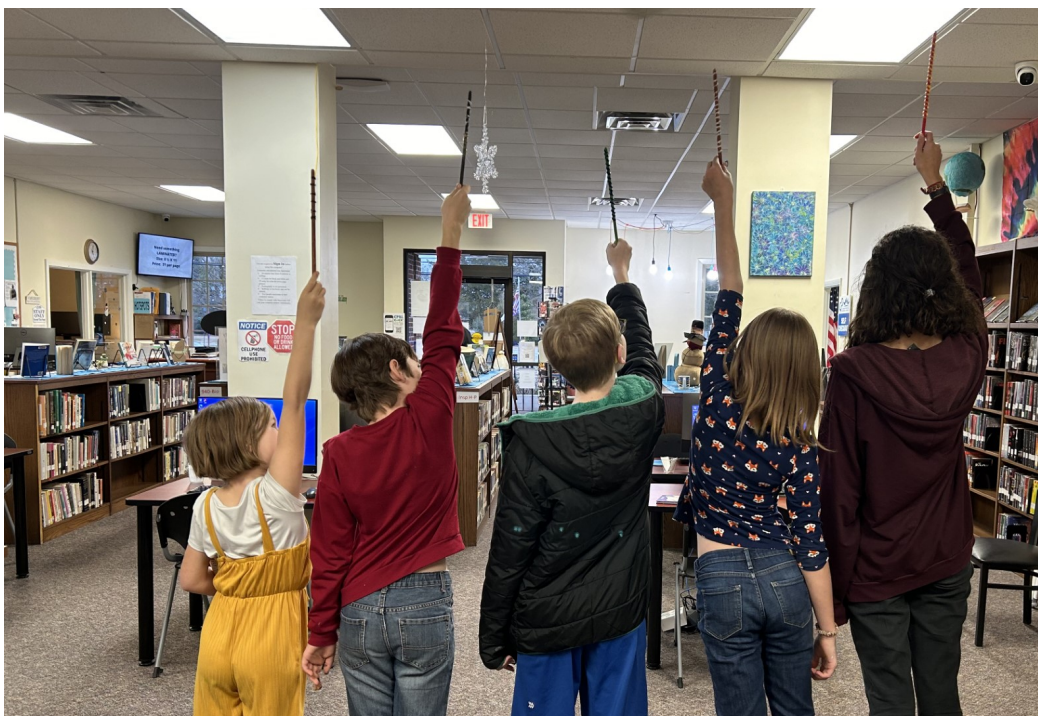


159-8. Annual balanced budget ordinance.

(a) Each local government and public authority shall operate under an annual balanced budget ordinance adopted and administered in accordance with this Article. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget year. It is the intent of this Article that, except for moneys expended pursuant to a project ordinance or accounted for in an intragovernmental service fund or a trust and agency fund excluded from the budget ordinance under G.S. 159-13(a), all moneys received and expended by a local government or public authority should be included in the budget ordinance. Therefore, notwithstanding any other provision of law, no local government or public authority may expend any moneys, regardless of their source (including moneys derived from bond proceeds, federal, state, or private grants or loans, or special assessments), except in accordance with a budget ordinance or project ordinance adopted under this Article or through an intragovernmental service fund or trust and agency fund properly excluded from the budget ordinance.

(b) The budget ordinance of a unit of local government shall cover a fiscal year beginning July 1 and ending June 30. The budget ordinance of a public authority shall cover a fiscal year beginning July 1 and ending June 30, except that the Local Government Commission, if it determines that a different fiscal year would facilitate the authority's financial operations, may enter an order permitting an authority to operate under a fiscal year other than from July 1 to June 30. If the Commission does permit an authority to operate under an altered fiscal year, the Commission's order shall also modify the budget calendar set forth in G.S.

159-10 through 159-13 so as to provide a new budget calendar for the altered fiscal year that will clearly enable the authority to comply with the intent of this Part. (1971, c. 780, s. 1; 1973, c. 474, s. 5; 1975, c. 514, s. 3; 1979, c. 402, s. 1; 1981, c. 685, s. 2.)





CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)

Where does Library funding come from?

The Library receives most of its operational funding from Craven and Pamlico Counties. Other funding sources, such as the State of North Carolina, municipalities in the two counties, and federal E-rate make up a small portion of the Library's operational funding.

Additionally, the Craven-Pamlico Regional Library seeks private contributions, grants and sponsorships throughout the year to support library services for all ages and provide resource enhancements. Revenue from fines and fees is also used to serve the community above and beyond what tax-based funding provides.

While the Library receives much of its funding from Craven and Pamlico Counties, the Library is a separate, independent entity with its own governing body, the CPRL Regional Library Board of Trustees.

The Library operates on a fiscal year that begins July 1.



STATE AID—

N.C. Gen. Stat. 125-7 provides for NC public libraries to receive funds appropriated annually by the State Legislature. These grants are available to any public library, including municipal libraries, that establishes its eligibility according to the Rules and Regulations for the Allocation of State Aid to Public Libraries. The State Library's role in State Aid is to determine eligibility annually. It is also charged with receiving this funding from the legislature and allocating it to all eligible libraries based upon a formula approved by the North Carolina Library Commission. The North Carolina State Aid to Public Libraries is allocated among all eligible NC public libraries according to a formula: 50% of the total State Aid to Public Libraries appropriation is allocated in equal block grants to each eligible county, plus an additional block grant to each multi-county regional library.

The remaining 50% of the State Aid fund is allocated as per capita income equalization grants.

Another factor impacting the amount of State Aid the library may receive is Maintenance of Effort (MOE).

Maintenance of Effort (MOE) demonstrates that your local funders are maintaining or expanding their support of the cost of local library service. MOE is based on the average of the previous 3-year total local support.



FY25 Budget

The following key economic indicators impact the FY25 budget:

- Shortage of qualified applicants and increasing salary/benefits demands required to recruit and keep employees.
- Issues with inflation with increasing costs of goods and services still ongoing; costs of items ordered which are delayed due to vendor's shipping and production issues.
- Construction costs for the new Pamlico Library location to begin in January 2024. Estimated construction completion is March 2025.
- Renovation expenses of the New Bern-Craven County facility from facility damage caused by flooding during Hurricane Florence.
- Both County's management decisions; increasing funds available to the libraries for community outreach (bookmobile/techmobile) and increased demand for electronic resources.
- During fiscal year ending June 30, 2024, the Library was awarded grants/federal funding for the circulation of hot-spots and Internet accessible laptops. In fiscal year ending June 30, 2025, the Library received grant funding to increase tech circulation, but increasing costs of equipment and services limits the expansion.





CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)

PROPOSED CPRL BUDGET ORDINANCE

APPOINTMENT OF FINANCE OFFICER

The CPRLS Finance Officer is hereby appointed to the role of Finance Officer for this fiscal year.

FUNDING FROM COUNTIES, MUNICIPALITIES, STATE AID TO LIBRARIES, AND GRANTS

The amounts listed in this budget reflect the amount of the request (counties, municipalities) and prior year awards (State Aid to Libraries, grants). The actual amounts will not be known until notification which may not occur until after July 1st. The budget will be adjusted to accommodate any changes to income after July 1st.

SPECIAL AUTHORIZATION—FINANCE OFFICER

The Finance Officer is hereby authorized to transfer appropriations within the budget subject to the following limitations/criteria:

The Finance Officer may not increase any staff salary or incorporate any newly created position into the budget without authorization from the CPRLS Board of Trustees. Approval of salaries within the budget implies authorization.

The Finance Officer shall be authorized to make line-item budget transfers with the libraries' individual budgets, within the State Aid to Libraries and within other grants and awards received during the budget year. The Finance Officer is not authorized to make transfers between these funds to another library (e.g., move money budgeted to Cove City-Craven County Public Library to Vanceboro-Craven County Public Library) without authorization of the CPRL Board of Trustees. The exception is journal entry corrections. The transfers are not required to be presented to the CPRLS Board of Trustees, so long as the total budget for that entity or grant is not changed and that changes adhere to the requirements of the funder. The Finance Officer is to discuss all such transfers with the Regional Library Director before making the transfer in the accounting system.

Due to the timing of receiving certain revenues and grants, the Regional Library Director and Finance Officer are hereby authorized to incur expenditures for new awards/funds after notice of revenue availability is received. A formal budget amendment incorporating the new funding will be presented to the CPRLS Board of Trustees at their next meeting.

The Finance Officer shall seek authorization from the CPRLS Board of Trustees to make a required cash match for any grant received during the fiscal year prior to accepting the award.

UTILIZATION OF BUDGET AND BUDGET ORDINANCE

This Ordinance and Budget Document shall be the basis of the financial plan for the CPRLS during the 2024-2025 Fiscal Year. The Finance Officer shall administer the budget and shall ensure that the CPRLS key staff are provided guidance and sufficient details to implement their appropriate portion of the budget. The Finance Department shall establish records which are in consonance with the budget and this Ordinance and the appropriate statutes and administrative codes of the State of North Carolina. The CPRLS Budget is posted on the CPRL website to comply with transparency requirements.

Adopted this 28th day of May 2024

Jason Jones, Craven County Commissioner
Chair of the CPRL Board of Trustees

Katherine B. Clowers
CPRL Regional Library Director



A Commitment to Service is reflected in the Library's Budget.

Craven-Pamlico Regional Library has a strong commitment to customer service. The greatest asset and expense that the Library has is in its personnel. Personnel expense has historically been approximately 69% of the Library's total budget, followed by General Operating (building maintenance, utilities and basic operational expenses), Books and Materials, and Programs & Outreach.

Fiscal Stewardship

The CPRL Regional Board of Trustees reviews the Library's financial statements on a quarterly basis.

Each year, an independent audit is conducted on the Library's financial statements, internal controls and compliance with government accounting standards. The Library's financial reports (and the audit opinions on those reports) are available at the regional website: <https://myCPRL.org>

Hours & Locations	Login /My Account
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NATIONAL POETRY MONTH
WINNERS!
 CRAVEN-PAMLICO REGIONAL LIBRARY'S
POETRY CONTEST
 Imagine. Discover. Connect.
 @ Your Public Library
SEE THE POEMS

Featured Events >

- May 20** Summer Reading Program Pre-registration Begins!
 ☹ Mon May 20
- May 20** Crafty Kids
 ☹ Mon May 20 3:30 pm - 5:00 pm
- May 20** After-School Fun
 ☹ Mon May 20 3:30 pm
- May 20** Dungeons & Dragons
 ☹ Mon May 20 5:15 pm - 6:45 pm
- May 20** Dungeons & Dragons (Summer Campaign) Hancock St Crew
 ☹ Mon May 20 5:15 pm - 6:45 pm

[View all Events >](#)



Glossary

APPROPRIATIONS	Funding set aside for specific use.
AUDIOVISUAL MATERIALS	Audiobooks (books on CD) AND DVDs.
BALANCED BUDGET	A budget ordinance is balanced when the sum of estimated revenues and appropriated fund balances are equal to appropriations.
BINDING	Repair cost of rare and irreplaceable books, or combining a set of issue volumes into one set.
CAPITAL OUTLAY	Purchased items (equipment and furniture) having a value of \$1,000 or more and having a useful economic lifetime of more than one year.
CAPITAL IMPROVEMENT	the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, increase its useful life or adapt it to new uses. New Bern-Craven County Public Library shutter and air handling units.
CONTRACTUAL SERVICES	Services provided by outside organizations and businesses, including maintenance contracts, management services, etc. Can include cleaning services, maintenance of small equipment, mi-
CONDO FEE	Monthly rental and maintenance of Bogue Banks facility.
CONSULTANT	Non-Employee Services for specific tasks
COUNTY APPROPRIATIONS	Funding from the two counties—Craven and Pamlico- designated for CPRL
CPRL	Acronym (abbreviation) for Craven-Pamlico Regional Library
ELECTRONIC RESOURCES	Any information source that the library provides access to in an electronic format including eBooks and eAudiobooks. The library has purchased subscriptions to many electronic information resources in order to provide patrons with access to them free of charge
E-RATE	Grant from the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). Must be applied to Internet/Wi-Fi expenses.
EXPENDITURE	An expense, disbursement, or cost
FACILITIES PLANNING	Expense of planning, design, and management of capital improvements/new facility in Pamlico.
FINES AND FEES	Charges to the public for items such as overdue items, faxing, printing, and lost items.
FISCAL YEAR (FY)	A 12-month period to which the annual operating budget applies. The Fiscal Year for CPRL is July 1—June 30.
FUND BALANCE	The excess of an entity’s assets over its liabilities. Since all designated and reserved resources have been removed or deducted in arriving at the yearend undesignated fund balance, this value is available for budgetary appropriation.
GIFTS AND DONATIONS	Funds voluntarily given by private citizens or Organization where there is no commitment for resources or services.



Glossary Continued

GRANT	A cash award given for a specified purpose. The two major forms of Federal and State grants are block, and discretionary or categorical. Block grants are awarded primarily to general purpose governments, are distributed to them according to formulas established in the law and can be used for any locally determined activities that fall within the functional purpose of the grant as stated in the law. Discretionary or categorical grants can be used only for a specific purpose and usually are limited to narrowly defined projects or activities.
LINE ITEM	An expenditure description at the most detailed level. Objects of expenditure are broken down into specific items, such as printing or advertising.
MERCHANT SERVICE FEES	Processing fee for on-line payment platform for patrons
MICROFIL	Three formats are common: microfilm (reels), microfiche (flat sheets), and aperture cards. Often used for historical and genealogical info. /storage.
MISCELLANEOUS	Line account in which small, infrequent transaction amounts are recorded
MISSION	A short description of the scope and purpose of CPRL. It specifies what the Library's business is.
MUNICIPAL APPROPRIATIONS	Funding given to CPRL by local towns and cities.
NC HUMANITIES GRANT	Grant funds received for the specific purpose to pay approved presenter/scholar fees to explore selected books, films, or poetry. Ex: <i>Let's Talk About It</i>
PERSONNEL GRANT	Funding from Craven Community College for personnel at the Havelock-Craven County Public Library
PLANT OPERATIONS	Maintenance and repair costs of building, grounds and equipment. Can include cleaning cost.
PROGRAMMING	Costs incurred for instructional, cultural, or literary events sponsored by library staff.
PROPOSED	The budget proposed by the Regional Board of Trustees to the government entities and/or public for review and approval.
REVENUE	Income received by CPRL in support of programs or services to the community
SALARIES AND WAGES	Amounts paid for personnel services rendered by employees in accordance with rates, hours, terms, and conditions authorized by law or stated in employment contracts.
SALES TAX REFUND	Refund of state, county, and transit taxes to nonprofit and governmental entities
SMALL EQUIPMENT	Line item for purchases of equipment/furniture less than the \$1000 Capital Outlay policy.
SPECIAL REVENUE FUNDS	These funds account for revenue derived from specific donations or other earmarked revenue sources which are legally restricted to finance particular a function.



CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)

Glossary Continued

TRANSITIONAL EXPENSES	Costs and expenses incurred in connection with transitioning to a new employee, employee termination, employee resignation, or otherwise.
Unencumbered/encumbered	Unspent portion of budget from previous budget year. Includes fund from projects began but not completed in lines such as capital outlay, plant operations, etc.
SALES TAX	State taxes paid for sale from copies, faxes, headphones, flash drives, books, etc.