

2023-2024 PROPOSED BUDGET



IMAGINE. DISCOVER. CONNECT.

CRAVEN-PAMLICO REGIONAL LIBRARY

**Public Forum - In-Person/Virtual
Tuesday, May 16, 2023 at 10 a.m.**

New Bern Craven County Public Library
400 Johnson Street, New Bern 28560



Visit MyCPRL.org for information to register to speak or attend the meeting.

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

Imagine. Discover. Connect

CRAVEN-PAMLICO REGIONAL LIBRARY (CPRL)

May 1, 2023



To Craven and Pamlico County Customers,

Thank you for your interest in the Craven-Pamlico Regional Library (CPRL). The Craven-Pamlico Regional Libraries (CPRL) are educational community centers that provide safe places for all. By providing free resources through professional and friendly staff, books, technology, internet access, online resources, and cultural programming, CPRL Libraries preserve, unite, and educate our communities and help Craven and Pamlico residents succeed.

Through 2022-2023, CPRL focused on strengthening our community connections with our patrons, partners, and each other. CPRL reevaluated procedures and streamlined workflows. Through innovatively restructuring library procedures and tools, we optimized staff as a resource and improved staff satisfaction with efficient processes and communication. With workflow automation, including self-checkout machines and data scanners, we enhanced efficiency and allowed staff to interact more with our library users. Using technology and automation, CPRL provided more avenues for patrons to reach us for their needs. This created pathways for our knowledgeable and helpful staff to provide a positive patron experience that elevates the library's services.

In addition, CPRL increased efforts to impact marginalized communities in Craven County with our new App (CPRLGo!) and the Book/Techmobile. Tops & Spots expansion was utilized by 5296 individuals, increasing our user impact by 112%.

With our success in optimizing and expanding, Craven-Pamlico County libraries have experienced significant growth in borrower registration and usage, visitors to our facilities, circulation of all materials (print and electronic), and customer satisfaction. Checkouts of materials also continued to escalate despite supply chain issues that plagued publishers (and continue to) and therefore impacted library material availability.

Craven and Pamlico residents are still physically, mentally, and financially recouped from the pandemic and the widening inequalities it and inflation have created. As a result, these individuals view CPRL Libraries as a lifeline.

The FY2024 budget reflects CPRL's commitment to being fiscally responsible while supporting our mission to inspire reading, guide learning, and encourage individual exploration. As we move to our next chapter, CPRL remains committed to evolving and ensuring that our libraries are a place for community, learning, reading, and discovery.

We welcome you to share your perspectives with us at our public budget hearing on Tuesday, May 16th, at 10:00 am in-person or virtually at the New Bern-Craven County Library at 400 Johnson Street in New Bern. Attendance directions may be obtained at the new CPRL website (mycpri.org).

We would also like to give a big thank you to the Friends of the Library, who work year-round, volunteering, fund-raising, and working tirelessly to support and promote the CPRL libraries. We thank our county officials and local municipalities who provided funding and services and our general public who recognize the need for libraries in our community.

If you are unable to attend, please feel free to send written comments about the proposal to

kat.clowers@mycpri.org or mail your feedback to the Interim CPRL Finance Officer, Ken Carbonell, at 400 Johnson Street, New Bern, NC 28560.

Sincerely,

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
George Liner—Vice-Chair
Commissioner E.T. Mitchell
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

Ken Carbonell, Interim Finance Officer

Phone: 252-638-7810

Email: ken.carbonell@mycpri.org

400 Johnson Street

New Bern, NC 28560



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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 - 10:00 am- 6:00 pm
Saturday - 12:00 pm - 4:00 pm



NEW BERN-CRAVEN COUNTY PUBLIC LIBRARY

400 Johnson Street, New Bern, NC 28560
Mon, Tues and Thurs- 9:00 am- 8:00 pm
Wed 12:00 pm - 8:00 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

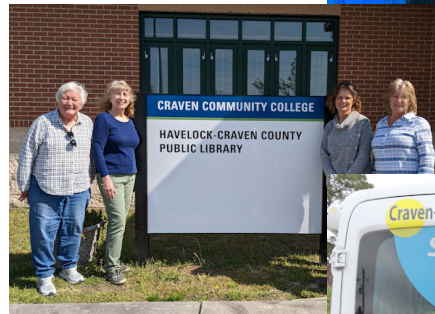
CPRL BOOK/TECHMOBILE

Rotating schedule available at
<https://mycpri.org/booktechmobile>

COMING SOON!

MARIBELLE HOLLOWELL ANNEX

709 Main St
Bayboro, NC 28515
Hours to be determined





Services Provided by CPRL in FY 2022-2023

(please note the data and information below is during the period of July 1, 2022– March 31, 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.

FY23 Accomplishments

- Supported Craven County Schools and homeschoolers with Tumblebooks – a database of children’s eBooks focused on school curriculum containing curriculum-based books and audiobooks for preschool to high school. Lesson Plans and testing on concepts learned are included.
- Collaborated with 30 Craven and Pamlico County Public Schools and four private schools to provide students with virtual library cards for over 16,750 students to combat the "summer slide." Students have 24 hours of unlimited access to our 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.
- CPRL Summer Reading program impacted 1,345 children who read 945,880 minutes. "TechMobile" expanded services in FY23 and attended 19 festivals in Craven and Pamlico County, providing services to 3,338 individuals. The Techmobile has ten monthly stops in and has reached various locations and events (55 in total). Approximately 472 individuals interacted with the Outreach Librarian and "TechMobile."
- Provided 119 Programs at Craven and Pamlico County Senior Centers, impacting 541 seniors. Programs included virtual reality, crafts, sitting yoga, and the circulation of library materials.
- Expanded access to non-traditional items by adding new and diversifying items to our "Library of Things," including CD players, microscope kits, 50 educational tablets for kids, a mobile video production kit, telescopes, hotspots, musical instruments, and baking pans.
- Increased circulation of electronic resources by 36% in FY 23 (eBooks, eAudiobooks, Universal classes, movies, libguides, etc.) to a total circulation from 94,202 to 127,965.
- CPRL offered 81 virtual programs to our community, which 727 individuals attended. Programs included Friday storytimes and five genealogy/history programs sponsored by the Kellenberger Room.
- CPRL held 1,504 library in-person programs (including children’s storytimes) with 26,571 attending. An additional 177 off-site library programs were offered at schools, senior centers, local literacy council, etc., with 8084 individuals attending.
- 136 nonprofits and local organizations used the meeting areas at CPRL libraries and 1,212 individuals attended.
- CPRL installed self-checkout machines in each library (2 in New Bern) via a grant from the State Library of NC. The self-checkout allows individuals with health concerns or those who require privacy for checkout to utilize our resources. Fortunately, the machines also allowed CPRL to begin credit card payments which have increased fines and fees collected.
- Improved cyber security by installing individual firewalls at each location and implemented layers of user identification when accessing library information databases and communication software. These actions decreased the cost of Cyber insurance
- Reduced the cost of phone service 75% by installing VOIP (Voice Over Internet) at all locations.
- Replaced outdated equipment (over seven years) and updated staff service points in New Bern and Vanceboro with new data scanners and desktops.
- Created the CPRL GO! App (currently utilized by 479 individuals) via grant funding, increasing access.
- Increased diversity of collection to represent the Craven population in print and eResources
- Created at the Hollowell annex in Pamlico at the Heartworks after school care facility focused on ages 4-13.
- Provided 18 programs with 73 attendees to support employment and Craven County's economy
- CPRL expanded the Tops & Spots (T&S) tech lending collection with grant funds. The Tops & Spots digital lending library grew from 50 hotspots and 10 laptops (60 devices) to 395 hotspots and 150 laptops (545 devices). The projects successfully bridge the digital divide, offer connectivity to financially disadvantaged citizens and help individuals and families with educational and employment opportunities. The Tops & Spots (T&S) tech lending impacted 5,296 individuals who used the hotspots for an average of 468 hours daily. A Craven Pamlico Regional Library sample survey found that 47% of users resided in lower socioeconomic neighborhoods, and 39% were students. In addition, of the over 5,000 users, 27% were senior citizens on limited incomes.

Goals for FY 2023-2024

- Increase Summer Reading Program participation both in-person and virtually for all ages
- Increase and support educators and community with e-Resources and virtual reference services
- Continue support of Craven County's economic resurgence by investing in resources and implementing programming for the# unemployed, underemployed, entrepreneurs, and small business owners
- Continue develop strategies to create a positive work environment and retain qualified staff to deliver quality service to the public
- Increase CPRL marketing presence in the community
- Increase outreach to new parents to initiate early literacy
- Create a program in collaboration with local Senior Centers to provide materials to individuals who are homebound.
- Break ground on a new library facility for Pamlico County
- Expand program space for Cove City
- Seek new/additional funding resources to support new and current operational resources and services
- Establish a volunteer program at all libraries and recruit talented volunteers to assist library growth
- 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
Consolidated Proposed Budget
For the Twelve Months Ending June 30, 2024**

	Consolidated FY 2023 Budget	Consolidated FY 2024 Proposed Budget	Admin	New Bern	Havelock	Cove City	Vanceboro	Pamlico
REVENUES								
<i>Governmental</i>								
State Grant	268,278.00	268,278.00	268,278.00	0.00	0.00	0.00	0.00	0.00
County Approp.	1,980,896.00	2,168,462.00	0.00	1,285,985.00	217,045.00	180,304.00	171,984.00	313,144.00
Municipal Approp.	86,000.00	101,800.00	0.00	90,000.00	6,600.00	500.00	3,700.00	1,000.00
NC Humanities Grant	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
Personnel Grant	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00	0.00	0.00
SLNC IT Tech	0.00	40,217.00	40,217.00	0.00	0.00	0.00	0.00	0.00
Other Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Governmental	2,367,174.00	2,610,757.00	308,495.00	1,377,985.00	253,645.00	180,804.00	175,684.00	314,144.00
<i>Other Revenue</i>								
Fines/Fees	39,320.00	41,220.00	120.00	22,000.00	10,000.00	1,400.00	2,700.00	5,000.00
Retail Sales	2,870.00	2,370.00	0.00	2,000.00	200.00	50.00	70.00	50.00
Miscellaneous Rev.	23,300.00	9,700.00	9,700.00	0.00	0.00	0.00	0.00	0.00
Secker Fund	22,500.00	22,500.00	0.00	22,500.00	0.00	0.00	0.00	0.00
Gifts/Donations	20,550.00	21,260.00	360.00	17,000.00	1,200.00	100.00	600.00	2,000.00
Friends of the Library	6,000.00	6,000.00	0.00	6,000.00	0.00	0.00	0.00	0.00
E-Rate	59,358.00	70,052.00	2,000.00	22,800.00	3,576.00	13,800.00	13,800.00	14,076.00
ECF	0.00	75,460.00	75,460.00	0.00	0.00	0.00	0.00	0.00
Sales Tax Refund	13,000.00	13,000.00	13,000.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenues	186,898.00	261,562.00	100,640.00	92,300.00	14,976.00	15,350.00	17,170.00	21,126.00
<i>Other Funds</i>								
Unassigned Funds	37,100.00	24,624.00	24,624.00	0.00	0.00	0.00	0.00	0.00
Assigned Funds	48,550.00	33,797.00	33,797.00	0.00	0.00	0.00	0.00	0.00
Committed Funds	7,370.00	11,854.00	11,854.00	0.00	0.00	0.00	0.00	0.00
Restricted Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Funds	93,020.00	70,275.00	70,275.00	0.00	0.00	0.00	0.00	0.00
GROSS PROFIT	2,647,092.00	2,942,594.00	479,410.00	1,470,285.00	268,621.00	196,154.00	192,854.00	335,270.00

**Craven Pamlico Regional Library
Consolidated Proposed Budget
For the Twelve Months Ending June 30, 2024**

Consolidated FY 2023 Budget	Consolidated FY 2024 Proposed Budget	Admin	New Bern	Havelock	Cove City	Vanceboro	Pamlico	
EXPENDITURES								
<i>Personnel</i>								
Salaries/Wages	1,396,241.00	1,455,501.00	150,360.00	803,162.00	146,756.00	96,032.00	99,819.00	159,372.00
FICA	107,066.00	111,419.00	11,520.00	61,472.00	11,236.00	7,349.00	7,650.00	12,192.00
Health Insurance	251,335.00	278,350.00	32,050.00	168,576.00	22,020.00	11,016.00	11,016.00	33,672.00
NC Retirement	158,527.00	180,622.00	20,304.00	97,251.00	19,370.00	11,375.00	13,206.00	19,116.00
BWC	4,643.00	4,728.00	1,524.00	1,932.00	360.00	252.00	252.00	408.00
Unemployment Ins	14,107.00	13,920.00	1,344.00	7,692.00	1,404.00	924.00	960.00	1,596.00
Total Personnel	1,931,919.00	2,044,540.00	217,102.00	1,140,085.00	201,146.00	126,948.00	132,903.00	226,356.00
<i>Collection</i>								
Books	102,106.00	106,089.00	6,000.00	57,390.00	12,000.00	6,000.00	6,010.00	18,689.00
Periodicals	6,650.00	6,850.00	0.00	5,000.00	850.00	200.00	200.00	600.00
Binding	750.00	750.00	0.00	750.00	0.00	0.00	0.00	0.00
Processing	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
Electronic Resources	44,469.00	54,153.00	6,634.00	20,000.00	7,600.00	3,919.00	4,000.00	12,000.00
AV	10,100.00	9,100.00	0.00	5,000.00	1,000.00	0.00	0.00	3,100.00
Microforms	4,100.00	4,100.00	0.00	4,100.00	0.00	0.00	0.00	0.00
Realia(Object)	300.00	300.00	0.00	300.00	0.00	0.00	0.00	0.00
Total Collection	168,475.00	181,842.00	12,634.00	92,540.00	21,450.00	10,119.00	10,210.00	34,889.00
<i>Operating</i>								
Telephone	9,628.00	7,058.00	0.00	3,600.00	750.00	600.00	680.00	1,428.00
Postage	3,260.00	3,310.00	750.00	2,000.00	100.00	110.00	100.00	250.00
Library Automation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	3,890.00	4,250.00	1,600.00	1,200.00	350.00	150.00	150.00	800.00
Tech Cost	97,300.00	215,422.00	90,500.00	40,200.00	12,876.00	24,974.00	24,500.00	22,372.00
Supplies	38,291.00	38,691.00	7,000.00	16,200.00	5,091.00	2,400.00	2,700.00	5,300.00
Dues/Subscriptions	2,500.00	2,500.00	1,000.00	1,000.00	0.00	0.00	0.00	500.00
Small Eqpt	24,657.00	7,539.00	1,300.00	2,000.00	1,639.00	500.00	500.00	1,600.00
Printing	1,840.00	1,840.00	1,600.00	0.00	0.00	120.00	120.00	0.00
Merchant Fee	640.00	1,316.00	100.00	360.00	156.00	100.00	100.00	500.00
Total Operating	182,006.00	281,926.00	103,850.00	66,560.00	20,962.00	28,954.00	28,850.00	32,750.00

**Craven Pamlico Regional Library
Consolidated Proposed Budget
For the Twelve Months Ending June 30, 2024**

	Consolidated FY 2023 Budget	Consolidated FY 2024 Proposed Budget	Admin	New Bern	Havelock	Cove City	Vanceboro	Pamlico
<i>Facilities</i>								
Utilities	65,500.00	67,500.00	0.00	41,500.00	0.00	7,000.00	5,000.00	14,000.00
Facilities/Plant Operation	41,478.00	45,345.00	6,500.00	18,750.00	7,978.00	2,600.00	2,000.00	7,517.00
Facilities Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilities Improvements	9,262.00	8,050.00	0.00	0.00	0.00	3,600.00	950.00	3,500.00
Rent-Bldg/Eqpt/Copier Lease	30,285.00	24,883.00	11,748.00	4,600.00	2,400.00	2,215.00	2,215.00	1,705.00
Contract Svcs.	74,620.00	141,315.00	61,900.00	64,740.00	1,200.00	4,500.00	2,675.00	6,300.00
EE Training	10,804.00	10,938.00	6,000.00	3,400.00	500.00	296.00	350.00	392.00
Total Facilities	231,949.00	298,031.00	86,148.00	132,990.00	12,078.00	20,211.00	13,190.00	33,414.00
<i>Travel</i>								
Travel	7,700.00	8,400.00	3,000.00	2,000.00	1,200.00	700.00	500.00	1,000.00
Vehicle Maint/Repair	4,000.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
Vehicle Supplies/Fuel	3,000.00	2,400.00	2,400.00	0.00	0.00	0.00	0.00	0.00
Total Travel	14,700.00	13,800.00	8,400.00	2,000.00	1,200.00	700.00	500.00	1,000.00
<i>Programming</i>								
Prog. Contracts	8,630.00	8,680.00	0.00	4,880.00	1,500.00	500.00	500.00	1,300.00
Prog. Supplies	11,000.00	11,700.00	0.00	4,800.00	2,900.00	1,700.00	1,000.00	1,300.00
Community Outreach	6,150.00	9,350.00	2,000.00	3,600.00	1,000.00	750.00	600.00	1,400.00
Total Programming	25,780.00	29,730.00	2,000.00	13,280.00	5,400.00	2,950.00	2,100.00	4,000.00
<i>Professional</i>								
Accounting Services	28,960.00	21,461.00	17,000.00	1,900.00	650.00	475.00	476.00	960.00
Legal	5,000.00	6,500.00	6,500.00	0.00	0.00	0.00	0.00	0.00
Total Professional	33,960.00	27,961.00	23,500.00	1,900.00	650.00	475.00	476.00	960.00
<i>Insurance</i>								
Insurance-Bldg/Eqpt	15,627.00	17,260.00	228.00	11,660.00	1,650.00	2,242.00	1,080.00	400.00
Insurance-Vehicles	3,550.00	3,790.00	2,640.00	230.00	230.00	230.00	230.00	230.00
Insurance-Liability	2,597.00	3,091.00	1,944.00	590.00	180.00	80.00	80.00	217.00
Insurance-Bond/E&O	3,780.00	6,550.00	4,200.00	1,000.00	350.00	250.00	300.00	450.00
Total Expenses	25,554.00	30,691.00	9,012.00	13,480.00	2,410.00	2,802.00	1,690.00	1,297.00

**Craven Pamlico Regional Library
Consolidated Proposed Budget
For the Twelve Months Ending June 30, 2024**

	Consolidated FY 2023 Budget	Consolidated FY 2024 Proposed Budget	Admin	New Bern	Havelock	Cove City	Vanceboro	Pamlico
<i>Other</i>								
Miscellaneous Exp.	750.00	750.00	0.00	300.00	150.00	150.00	150.00	0.00
Sales Tax	2,130.00	2,130.00	0.00	1,350.00	500.00	170.00	110.00	0.00
Debt-Copier Lease	27,150.00	27,274.00	13,692.00	5,475.00	2,525.00	2,525.00	2,525.00	532.00
Debt Interest-Copier Lease	2,719.00	2,719.00	1,872.00	325.00	150.00	150.00	150.00	72.00
Capital Outlay	0.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00
Capital Improv.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	32,749.00	34,073.00	16,764.00	7,450.00	3,325.00	2,995.00	2,935.00	604.00
TOTAL EXPENDITURES	2,647,092.00	2,942,594.00	479,410.00	1,470,285.00	268,621.00	196,154.00	192,854.00	335,270.00
REVENUES OVER(UNDER) EXPENDITURES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



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.



CR AVEN -PAMLICO R EGION AL LIBR AR Y (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 2023-2024 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 17th day of May 2022

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>



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.



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.