



# **FY24-25 ANNUAL REPORT**

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CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)

# CRAVEN PAMLICO REGIONAL LIBRARY

## Regional Library Board of Trustees

### **CRAVEN COUNTY**

Commissioner Jason Jones – as  
Chair

Commissioner E.T. Mitchell – as  
Vice-Chair

Commissioner Sherry Hunt

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](mailto:kat.clowers@mycpri.org)

Brittany LaRowe, Finance Officer

Phone: 252-638-7810

Email: [brittany.larowe@mycpri.org](mailto:brittany.larowe@mycpri.org)

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

# CPRL LIBRARY LOCATIONS

**COVE CITY-CRAVEN COUNTY PUBLIC LIBRARY**  
 102 North Main Street, Cove City, NC 28523  
 Monday-Thursday-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**  
 400 Johnson Street, New Bern, NC 28560  
 Mon -Thurs- 9:00 am- 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  
 1st and 3rd Saturday 12:00 pm-4:00 pm

**PAMLICO COUNTY PUBLIC LIBRARY**  
 603 Main Street  
 Bayboro, NC 28515  
 Mon - Thur - 9:00 am - 6:00 pm  
 Fri- 9:00 am -7:00 pm  
 Sat-10:00 am - 2:00 pm

**CPRL BOOK/TECHMOBILE**  
 Rotating schedule available at  
<https://mycpri.org/booktechmobile>

**MARIBELLE HOLLOWELL ANNEX**  
 709 Main St  
 Bayboro, NC 28515  
 Monday-Thursday 3-5 pm

\*Special Hours as approved for Heartworks Students







## CRAVEN-PAMLICO REGIONAL LIBRARY (CPRL)

May 1, 2025

To Craven-Pamlico County Residents,

I appreciate your interest in the Craven-Pamlico Regional Library (CPRL). Our libraries in Craven and Pamlico are a testament to the power of community and serve as vital educational centers. They are not just buildings but living entities that thrive due to community support. CPRL Libraries offer equitable access to information, ideas, and experiences that inspire imagination and expand opportunities for everyone. Your involvement makes them truly special.

In FY24-25, 52% of the Craven and Pamlico populations were registered library users, with 222,202 individuals visiting library locations. The library system circulated 368,906 items, consisting of 53% physical print items and 47% digital items. To respond to public demand for programming, the libraries offered 1,951 programs attended by 28,010 individuals. To enhance our community's relevance, we increased the number of book and Techmobile stops by 21% and provided access to 34 festivals and special events. The CPRL App (CPRLGo!) has offered mobile convenience for users and positively impacted electronic resource circulation, which increased by 18%. Additionally, a state grant of \$301,000 was utilized to continue the Tops & Spots program, expanding the availability of 500 hotspots and 150 laptops to provide free digital connectivity to residents of Craven and Pamlico. This initiative, which particularly benefits rural, low-income families and senior citizens, underscores our commitment to serving all residents, regardless of location or financial status, and aims to reduce the digital divide affecting our rural communities.

In FY25, Craven Libraries began a journey to enhance the patron experience by transforming facilities into vibrant, welcoming, and accessible environments. The Cove City, Vanceboro, and Havelock Libraries underwent various interior improvements designed with the community's needs and preferences in mind. The New Bern Library, after extensive repairs due to structural damage from past hurricanes, now offers a range of enhanced services. As part of the renovation, the facility was redesigned to meet the community's diverse needs and interests, including creating a technology hub, communal seating areas, study spaces, a dedicated young adult section, and improved accessibility for individuals with disabilities. Additionally, a new free-standing building in Pamlico, which is 42% larger than the previous location, was completed in May. This new facility emphasizes spaces that foster connection and collaboration among community members.

The support of our community, which is the backbone of CPRL, and funding from various sources are crucial for our success. We are committed to securing both to ensure that our mission thrives. CPRL County Funds comprise 84% of CPRL revenue; the remaining 16% comes from municipalities, organizational partnerships, private donations, grants, investments, and fees. The revenue CPRL administration receives from state funding and grants, although not reflected in the individual library branch budgets, is vital to the sustainability and growth of our library system. Administrative contributions in FY25 total \$924,699.89, of which the state grant was \$340,896.00, connectivity grants amounted to \$416,546.44, and facility improvement grants were \$167,257.45. Your contributions have not gone unnoticed; we are truly grateful for your support and the difference it makes in our community.

We eagerly await your perspectives at our public budget hearing on Wednesday, May 28th, at 9:00 a.m. at the New Bern-Craven County Library at 400 Johnson Street, New Bern. Directions for attending can be found on the new CPRL website ([mycpri.org](http://mycpri.org)). If you are unable to attend, please submit written comments about the proposal to [kat.clowers@mycpri.org](mailto:kat.clowers@mycpri.org) or the CPRL Finance Officer, Brittany LaRowe, at [Brittany.larowe@mycpri.org](mailto:Brittany.larowe@mycpri.org).

We would also like to thank the Friends of the Library, who volunteer year-round, fundraising, and tirelessly support and promote the CPRL libraries. We appreciate our county officials and local municipalities for their funding and services, as well as the general public for recognizing the need for libraries in our community.

Respectfully,

*Katherine Clowers*

Katherine Clowers  
CPRL Regional Director

*More than just buildings filled with books, the Craven-Pamlico Regional Libraries are vital community resources. Our budget extends beyond mere numbers and supports our mission to provide all residents with access to information, connections, and educational programs. Whether you engage with us online or in person at our branches, we want to remind our patrons across Craven and Pamlico County that CPRL is here for you.*

## **FY25 Accomplishments:**

- Increased library circulation by 3%, with 222,202 visitors utilizing the Craven Library facilities.
- Supported Craven County Schools and homeschoolers by providing access to TumbleBooks, a database of children's eBooks designed around the school curriculum. This resource includes curriculum-based books, audiobooks for preschool through high school, standard core lesson plans, and quizzes on learned concepts.
- Collaborated with 26 Craven County Public Schools and three private schools to offer virtual library cards to over 13,750 students, helping to combat the "summer slide." Students enjoyed 24 hours of unlimited access to online collections of books, homework help, practice tests, and more. Additionally, because these resources are virtual, students incur no late, lost, or damaged fees, and the cards remain valid while students are enrolled in school.
- Participation in the CPRL Summer Reading Program decreased from FY24, with 1,345 children and young adults reading for 945,880 minutes.
- In FY24, the Library's outreach vehicle—a traveling mobile library—served 8,884 people by providing materials, library cards, books, internet access, and other essential services. This represents a 15% increase from the previous fiscal year.
- The CPRL Finance Department improved efficiency and accuracy by digitizing invoicing and implementing a purchase order (PO) system.
- Expanded access to non-traditional items by diversifying the "Library of Things." New items include 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 18% in FY24.
- Enhanced community programming by adding four "Books and Babies" lap-time storytime sessions, a young adult life skills program in Havelock, and "Reading Dragons and Friends" for youth in New Bern. Other offerings included twice-weekly storytimes, life skills training for young adults, senior crafts, games, book clubs, and genealogy/history programs sponsored by the Kellenberger Room.
- Focused on improving patrons' technology experience by updating public desktop computers and circulating laptops at the New Bern Library.
- Created a strong online presence with a renovated website (171,237 visits) and established social media platforms, raising public awareness of services and resources and changing the community's perception of the library from a mere literary depository to a vital community technology center.
- Fostered staff morale through professional training and leadership that promotes a team-oriented workplace, resulting in a more welcoming environment for patrons and a commitment to excellent customer service.
- Improved strategies and procedures to support local governments with connectivity during natural disasters.
- The Havelock Library experienced a 10% growth in print material circulation and a 28% increase in programming.
- Created a flexible programming space with mobile shelving in the children's department at Havelock Library.
- Renovated and repaired the New Bern Library facility, ensuring a smooth transition to a temporary space while minimizing service interruptions for the community.
- Cove City saw the highest attendance for young adult programs in the system and increased programming for this group by introducing a Dungeons and Dragons club.
- Cove City renovations included improved disability parking and access, internal painting, new signage, new shelving in the children's room, and ADA-accessible tables and chairs.
- Vanceboro positively impacted the local business community by providing office services (copying, faxing, etc.), achieving the highest circulation of technology equipment, and increasing programming by 43%.
- Completed a new and improved library in Pamlico County, increasing community space by 42%.
- Circulated 11,714 technology items (hotspots and laptops) and recorded 18,556 hours of desktop usage in the facilities. Additionally, 11,621 hours of wireless internet were utilized within the buildings and the libraries' parking lots.

## **Goals for FY26:**

- Looking ahead to FY26, the library is unwavering in its commitment to accessibility and inclusivity. We plan to introduce programming specifically designed for individuals with disabilities, including Autism Browsing Night and Integration in Motion programs. This is a testament to our dedication to serving all members of our community.
- As part of our commitment to supporting Craven County's economic resurgence, the library plans to invest resources and implement programming for individuals who are unemployed, underemployed, entrepreneurs, and small business owners. We aim to create a positive work environment and retain qualified staff to deliver quality service to the public. This is how we contribute to our community's hopeful and optimistic future.
- The library plans to increase participation in the Summer Reading Program for individuals of all ages through in-person and virtual events by promoting and collaborating with public and private schools.
- We aim to host business spotlights and programs that support economic growth in the area, contributing to our community's hopeful and optimistic future.
- In the coming year, the library is planning to enhance its presence in the community by expanding its programming for young adults, with a particular focus on life skills training. This initiative is a testament to our commitment to meeting the diverse needs of our patrons.
- The library will seek new and additional funding to support these initiatives and enhance current operations and services. It also plans to expand its volunteer program by recruiting talented volunteers to aid in the library's growth.
- The library aims to raise awareness of its outreach services and improve attendance for the Bookmobile and Techmobile.
- Moreover, the library aspires to create a trusted and safe environment that is welcoming, user-friendly, and a hub for community activity. It plans to further integrate into the community to achieve high awareness, establish meaningful partnerships, and gain recognition of its value.
- In conclusion, the library remains unwavering in its commitment to achieving optimal operational efficiencies while providing enhanced user services. Our future initiatives are designed to make us an even more valuable resource for the community. You can rest assured that we are dedicated to serving you better, because you, our community, are at the heart of everything we do.

## **Annual Key Initiatives:**

- Seek new and additional funding resources to support operational resources and services.
- Expand volunteer programs at all libraries and recruit talented volunteers to drive growth and expansion.
- Complete facility improvements and renovations.
- Enhance facilities to accommodate new technology and create welcoming, inspiring spaces that foster learning and connection for patrons.
- Increase awareness and improve attendance for the Bookmobile and Techmobile.
- Enhance staff satisfaction in the workplace.
- Establish the library as a trusted, safe, and welcoming hub for community activities.
- Integrate the library into the community to achieve high awareness, foster meaningful partnerships, and recognize its value.
- Achieve operational efficiencies while enhancing user service.



# Proposed FY 2026 Budget

	<i>FY 2026 Budget</i>	<i>Admin FY 2026 Budget</i>	<i>New Bern FY 2026 Budget</i>	<i>Havelock FY 2026 Budget</i>	<i>Cove City FY 2026 Budget</i>	<i>Vanceboro FY 2026 Budget</i>	<i>Pamlico FY 2026 Budget</i>
<b>REVENUES</b>							
<b>Governmental</b>							
State Grant	340,356	340,356	-	-	-	-	-
County Approp.	2,360,622	25,323	1,372,229	245,650	189,497	184,371	343,552
Municipal Approp.	90,500	-	75,000	10,000	500	4,000	1,000
NC Humanities Grant	-	-	-	-	-	-	-
Personnel Grant	35,000	-	-	35,000	-	-	-
Other Grants	-	-	-	-	-	-	-
<b>Total Governmental</b>	<b>2,826,478</b>	<b>365,679</b>	<b>1,447,229</b>	<b>290,650</b>	<b>189,997</b>	<b>188,371</b>	<b>344,552</b>
<b>Other Revenue</b>							
Fines/Fees	46,900	-	25,000	12,000	1,400	3,500	5,000
Retail Sales	2,300	-	2,000	200	25	25	50
Miscellaneous Rev.	59,088	59,088	-	-	-	-	-
Special Rev/Secker	38,500	-	38,500	-	-	-	-
Gifts/Donations	20,900	-	17,000	1,200	100	600	2,000
Friends of the Library	13,000	-	9,000	-	-	-	4,000
E-Rate	70,042	2,180	12,878	14,253	10,525	9,721	20,485
NC Trust 1 Interest	55,584	21,854	14,000	5,000	4,000	4,000	6,730
HA-E-Rate	-	-	-	-	-	-	-
E-Rate New Facility	-	-	-	-	-	-	-
Sales Tax Refund	32,000	32,000	-	-	-	-	-
<b>Total Other Revenues</b>	<b>338,314</b>	<b>115,122</b>	<b>118,378</b>	<b>32,653</b>	<b>16,050</b>	<b>17,846</b>	<b>38,265</b>
<b>Other Funds</b>							
Unassigned Funds	-	-	-	-	-	-	-
Assigned Funds	34,800	-	13,000	21,800	-	-	-
Committed Funds	-	-	-	-	-	-	-
<b>Total Other Funds</b>	<b>34,800</b>	<b>-</b>	<b>13,000</b>	<b>21,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GROSS REVENUES</b>	<b>3,199,592</b>	<b>480,801</b>	<b>1,578,607</b>	<b>345,103</b>	<b>206,047</b>	<b>206,217</b>	<b>382,817</b>
<b>EXPENDITURES</b>							
<b>Personnel</b>							
Salaries/Wages	1,721,470	258,157	873,330	186,625	109,126	114,937	179,295
FICA	131,692	19,749	66,810	14,277	8,348	8,793	13,716
Health Insurance	250,000	32,500	138,750	21,582	11,399	11,394	34,375
NC Retirement	204,373	32,749	107,664	18,246	11,204	13,942	20,567
NC WC	4,304	645	2,183	467	273	287	448
Unemployment Ins	17,215	2,582	8,733	1,866	1,091	1,149	1,793
<b>Total Personnel</b>	<b>2,329,054</b>	<b>346,383</b>	<b>1,197,470</b>	<b>243,063</b>	<b>141,441</b>	<b>150,503</b>	<b>250,194</b>
<b>Collection</b>							
Books	117,342	8,852	60,285	13,000	6,929	7,868	20,408
Periodicals	5,850	-	4,000	850	200	200	600
Binding	750	-	750	-	-	-	-
Processing	500	-	-	-	-	-	500
Electronic Resources	66,619	10,000	26,000	8,200	3,919	4,500	14,000
AV	6,750	-	4,000	750	-	-	2,000
Microforms	2,100	-	2,100	-	-	-	-
Realia(Objects)	1,531	-	1,300	231	-	-	-
<b>Total Collection</b>	<b>201,442</b>	<b>18,852</b>	<b>98,435</b>	<b>23,031</b>	<b>11,048</b>	<b>12,568</b>	<b>37,508</b>
<b>Operating</b>							
Telephone	7,146	312	3,600	716	578	512	1,428
Postage	2,228	718	1,000	150	110	100	150



# Proposed FY 2026 Budget

	<i>Budget</i>	<i>Admin</i>	<i>New Bern</i>	<i>Havelock</i>	<i>Cove City</i>	<i>Vanceboro</i>	<i>Pamlico</i>
Advertising	4,400	1,600	1,200	350	150	300	800
Tech Cost	107,230	3,082	25,793	19,839	15,461	14,437	28,618
Tech Cost New Facility	-	-	-	-	-	-	-
Tech Cost HA	-	-	-	-	-	-	-
Tech Cost Pamlico	-	-	-	-	-	-	-
Supplies	37,791	7,000	15,000	5,091	2,400	3,000	5,300
Dues/Subscriptions	3,350	1,500	1,000	-	350	-	500
Small Eqpt	14,800	5,000	2,000	3,700	2,000	500	1,600
Printing	3,320	1,600	1,000	500	100	120	-
Merchant Fee	2,380	100	1,060	320	100	300	500
<b>Total Operating</b>	<b>182,645</b>	<b>20,912</b>	<b>51,653</b>	<b>30,666</b>	<b>21,249</b>	<b>19,268</b>	<b>38,896</b>
<b>Facilities</b>							
Utilities	73,500	-	41,500	-	7,000	5,000	20,000
Facilities/Plant Operation	45,455	2,349	20,620	6,905	3,499	3,499	8,584
Facilities Improvements	26,050	-	15,000	2,807	3,000	950	4,293
Rent-Bldg/Eqpt	7,630	1,600	1,300	-	2,215	2,215	300
Contract Svcs.	90,633	-	71,752	1,200	4,500	2,675	10,506
EE Training	13,488	8,000	3,400	1,000	296	400	392
<b>Total Facilities</b>	<b>256,756</b>	<b>11,949</b>	<b>153,572</b>	<b>11,912</b>	<b>20,510</b>	<b>14,739</b>	<b>44,075</b>
<b>Travel</b>							
Traveling	16,600	8,000	5,000	1,200	700	700	1,000
Vehicle Maint/Repair	4,500	4,500	-	-	-	-	-
Vehicle Supplies/Fuel	3,900	3,900	-	-	-	-	-
<b>Total Travel</b>	<b>25,000</b>	<b>16,400</b>	<b>5,000</b>	<b>1,200</b>	<b>700</b>	<b>700</b>	<b>1,000</b>
<b>Programming</b>							
Prog. Contracts	11,430	1,000	4,880	2,500	750	1,000	1,300
Prog. Supplies	25,768	3,000	9,800	5,000	3,710	2,558	1,700
Community Outreach	13,800	4,000	5,600	1,000	900	900	1,400
<b>Total Programming</b>	<b>50,998</b>	<b>8,000</b>	<b>20,280</b>	<b>8,500</b>	<b>5,360</b>	<b>4,458</b>	<b>4,400</b>
<b>Professional</b>							
Accounting Services	23,412	18,496	1,900	725	475	476	1,340
Legal	13,000	13,000	-	-	-	-	-
<b>Total Professional</b>	<b>36,412</b>	<b>31,496</b>	<b>1,900</b>	<b>725</b>	<b>475</b>	<b>476</b>	<b>1,340</b>
<b>Insurance</b>							
Insurance-Bldg/Eqpt	22,565	-	17,059	918	2,151	640	1,798
Insurance-Vehicles	4,175	4,175	-	-	-	-	-
Insurance-Liability	3,630	-	2,563	114	267	79	606
Insurance-Bond/E&O/Cyber	6,193	6,193	-	-	-	-	-
<b>Total Expenses</b>	<b>36,563</b>	<b>10,368</b>	<b>19,622</b>	<b>1,032</b>	<b>2,419</b>	<b>719</b>	<b>2,404</b>
<b>Other</b>							
Miscellaneous Exp.	-	-	-	-	-	-	-
Sales Tax	2,130	-	1,350	500	170	110	-
Debt-Copier/Lease	33,268	13,692	9,000	2,525	2,525	2,525	3,000
Debt-Interest	1,725	950	325	150	150	150	-
Bank Fees	1,800	1,800	-	-	-	-	-
Capital Outlay	41,800	-	20,000	21,800	-	-	-
<b>Total Other</b>	<b>80,723</b>	<b>16,442</b>	<b>30,675</b>	<b>24,975</b>	<b>2,845</b>	<b>2,785</b>	<b>3,000</b>
<b>TOTAL EXPENDITURES</b>	<b>3,199,593</b>	<b>480,801</b>	<b>1,578,607</b>	<b>345,103</b>	<b>206,047</b>	<b>206,217</b>	<b>382,817</b>
<b>EXPS. OVER/(UNDER)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 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, including the State of North Carolina, municipalities in the two counties, and the federal E-Rate program, comprise a small portion of the Library's operational funding.

The Craven-Pamlico Regional Library also 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, it's important to note that the Library is a separate, independent entity with its own governing body, the CPRL Regional Library Board of Trustees.

The Library's fiscal year, which commences on July 1, is a pivotal factor in understanding the timing of budget planning and financial decisions.



### **STATE AID—**

N.C. Gen. Stat. 125-7 provides NC public libraries with 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). The MOE demonstrates that your local funders are maintaining or expanding their support for the cost of local library services. MOE is based on the average of the previous 3-year total local support.



## **CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)**

### **The Local Government Budget and Fiscal Control Act. - Excerpt**

159-8. Annual balanced budget ordinance.

(a) Each local government and public authority shall operate under an annual balanced budget ordinance adopted and administered by this Article. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances equals 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. This Article intends that, except for moneys expended under 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 by 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 local government unit shall cover a fiscal year beginning July 1 and ending June 30. The budget ordinance of a public authority shall cover a fiscal year starting July 1 and ending June 30, except that the Local Government Commission, if it determines that a different budgetary 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. Suppose the Commission does permit an authority to operate under an altered budgetary year. In that case, the Commission's order shall also modify the budget calendar outlined in G.S. 159-10 through 159-13 to provide a new budget calendar for the altered fiscal year that will 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)**

### **PROPOSED CPRL BUDGET ORDINANCE**

#### **APPOINTMENT OF FINANCE OFFICER**

The CPRL's Finance Officer plays a crucial role in the budget process and has been appointed as the Finance Officer for this fiscal year.

**The library's financial stability is ensured by a diverse range of funding sources, including contributions from the counties, municipalities, State Aid to Libraries, and grants. This diverse funding portfolio provides a secure financial foundation for the library's operations.**

The amounts listed in this budget reflect the request amounts (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 1<sup>st</sup>. The budget will be adjusted to accommodate any changes to income after July 1<sup>st</sup>.

#### **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 staff salary or incorporate any newly created position into the budget without authorization from the CPRL's Board of Trustees. Approval of wages within the budget implies authorization.
- The Finance Officer shall be authorized to make line-item budget transfers with the libraries' budgets, within the State Aid to Libraries, and other grants and awards received during the budget year.
- The Finance Officer is not authorized to transfer funds to another library (e.g., move money budgeted for the Cove City-Craven County Public Library to the 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 CPRL's Board of Trustees, so long as the total budget for that entity or grant is not changed and that changes adhere to the funder's requirements. 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 authorized to incur expenditures for new awards or funds after receiving notice of revenue availability. A formal budget amendment incorporating the new funding will be presented to the CPRL's Board of Trustees at their next meeting.
- The Finance Officer shall seek authorization from the CPRL's Board of Trustees to make a required cash match for any grant received during the fiscal year before accepting the award.

#### **UTILIZATION OF BUDGET AND BUDGET ORDINANCE OF THE STATE OF NORTH CAROLINA**

The CPRL's Budget is posted on the CPRL website to comply with transparency requirements. This Ordinance and Budget Document shall serve as the basis for the CPRL's financial plan for the 2025-2026 Fiscal Year. The Finance Officer shall administer the budget and ensure that CPRL's key staff are provided with guidance and sufficient details to implement their respective budget portions. The Finance Department shall establish records that align with the budget and this Ordinance, as well as the proper statutes and administrative codes.

## A COMMITMENT TO SERVE

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

## FISCAL STEWARDSHIP

The CPRL Regional Board of Trustees reviews the Library's financial statements quarterly. Each year, an independent audit is conducted on the Library's financial statements, internal controls, and compliance with government accounting standards. The Library's economic reports, along with the audit opinions on those reports, are available upon request to the Finance Officer via email at [Brittany.Larowe@mycpri.org](mailto:Brittany.Larowe@mycpri.org).

Adopted this 6th day of May 2025

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

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Katherine B. Clowers  
CPRL Regional Library Director





## *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 equals appropriations.
BINDING	Repair the cost of rare and irreplaceable books or combine a set of issue volumes into one set.
CAPITAL OUTLAY	Purchased items (equipment and furniture) are valued at \$1,000 or more and have a sound economic lifetime of more than one year.
CAPITAL IMPROVEMENT	Adding a permanent structural change or restoring a property's aspect will enhance its overall value, increase its useful life, or adapt it to new uses—for example, the New Bern-Craven County Public Library's shutter and air handling units.
CONTRACTUAL SERVICES	Outside organizations and businesses provide maintenance contracts, management services, and other related services. An includes cleaning services, maintenance of small equipment, and-
CONDO FEE	Monthly rental and maintenance of the Bogue Banks facility.
CONSULTANT	Non-Employee Services for specific tasks
COUNTY APPROPRIATIONS	Funding from the two counties, Craven and Pamlico, is 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 numerous electronic information resources, providing patrons with free access to them.
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	The expense of planning, designing, and managing capital improvements/new facilities in Pamlico.
FINES AND FEES	Charges to the public for overdue, 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 year-end undesignated fund balance, this value is available for budgetary appropriation.
GIFTS AND DONATIONS	Funds voluntarily given by private citizens or Organization without commitment for resources or services.



## CRAVEN -PAMLICO REGIONAL LIBRARY (CPRL)

GRANT	A cash award given for a specified purpose. The two major Federal and State grants are block, 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 the online payment platform for patrons
MICROFIL	Three formats are standard: microfilm (reels), microfiche (flat sheets), and aperture cards. These formats are commonly used for storing historical and genealogical information.
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 is given to CPRL by local towns and cities.
NC HUMANITIES GRANT	Grant funds were received to cover the approved presenter/scholar fees for exploring selected books, films, or poetry. x: <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 for buildings, grounds, and equipment, which can include cleaning expenses.
PROGRAMMING	Costs incurred for instructional, cultural, or literary events sponsored by library staff.
PROPOSED	The budget proposed by the Regional Board of Trustees will be submitted to the government entities and/or the 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 at 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 legally restricted to finance a particular function.

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

