



Annual Report

FY 2025-2026





Regional Library Board of Trustees

CRAVEN COUNTY

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

PAMLICO COUNTY

Commissioner Doug Brinson
John Prescott
Ann Whitman

CPRL Library Locations

Cove City Library

102 North Main Street
Cove City, NC 28523
252-638-6363
Monday - Thursday 10:00 am - 6:00 pm
Friday 10:00 am - 2:00 pm

New Bern Library

400 Johnson Street
New Bern, NC 28560
252-638-7800
Monday - Thursday 9:00 am - 8:00 pm
Friday & Saturday 9:00 am - 6:00 pm

Havelock Library

301 Cunningham Blvd.
Havelock, NC 28532
252-447-7509
Monday - Thursday 9:00 am - 7:00 pm
Friday 9:00 am - 6:00 pm
Saturday 12:00 pm - 4:00 pm

Vanceboro Library

7931 Main Street
Vanceboro, NC 28586
252-244-0571
Monday - Friday 10:00 am - 6:00 pm
1st & 3rd Saturday 12:00 pm - 4:00 pm

Pamlico Library

13896 NC-55
Alliance, NC 28509
252-745-3515
Monday-Thursday 9:00 am - 6:00 pm
Friday 9:00 am - 6:00 pm
Saturday 10:00 am - 2:00 pm

Marybelle Hollowell Annex

709 Main Street
Bayboro, NC 28515
252-745-3515
Monday-Thursday 3:30 pm - 5:00 pm

CPRL Book/Tech Mobile

Rotating Schedule available at
<http://mycpri.org/booktechmobile>



CPRL Administration

Julie W. Cox, Regional Director
Jeanne L. Holmgren, Assistant Regional Director
Brittany LaRowe, Finance Officer
Lydia Davis, IT Coordinator
Mandy Pursley, Marketing & Webmaster
Suzanne Gifford, Grant Writer
Victor Jones, Cataloger

CPRL Branch Managers

Bill Martino, Cove City - Craven County Public Library
Jeanne Holmgren, Havelock - Craven County Public Library
Pam Jenkins, New Bern - Craven County Public Library
Molly Campbell, Vanceboro - Craven County Public Library
Sidney Phibbons, Pamlico County Public Library
Bridget Flori, Book Techmobile Outreach Coordinator



May 1, 2026

Dear Craven & Pamlico County Residents,

What a treasure to live in eastern North Carolina! For those of us living in Craven and Pamlico Counties, there is an extra sense of contentment as we raise our children together, care for our elderly together and work together to make our communities a better place for us all. Craven - Pamlico Regional Library's (CPRL) public libraries are a hub for gatherings, educational opportunities, exploration and social interaction. Without the members of our communities who play, work, and learn at each location, these buildings would just stand as buildings. Thank you for helping to make CPRL libraries a daily part of your life!

Libraries have changed over the years, going from offering only books to offering hotspots, laptops, musical instruments, cake pans, telescopes, microscopes, eBooks, electronic resources and so much more! Another large component of our library system includes weekly and monthly programming held for all ages. From our smallest patrons (Books & Babies) to our more seasoned patrons (Sassy Seniors), crafting opportunities, story times, trivia nights, STEAM programs, book clubs, genealogy presentations and more provide both educational and social opportunities to promote positive mental health. The library is one of the few places where all people are welcome. The small town feel of our branches help those who need a safe place to get out of the house and accomplish tasks or socialize without having to drive 30 minutes to the big city! Our largest location, the New Bern - Craven County Public Library houses the Kellenberger Room which is staffed by some of the friendliest, most knowledgeable people who stand ready to assist others with locating family roots and learn more about various parts of North Carolina. The library truly has something for everyone!

The following pages will share some of the statistics and financial information from the previous fiscal year. Be sure to note that based on a total budget of \$3.5 million, the Return on Investment is almost \$13 million. With this in mind, we invite you to attend our annual Public Budget Hearing on Wednesday, May 13, at 9:00 am at the Pamlico County Library located at 13896 Hwy 55, Alliance, NC 28515. Our most valuable asset is found within our patrons. From sharing treasured moments in children's programming, assisting teens in creating a resume, experiencing a smile from a senior citizen while crafting or helping a patron print information from their phone, we cherish every moment we work together to create community. To all of our patrons, we say "thank you" for your support and enthusiasm. We look forward to a bright future together.

With Much Appreciation,

A handwritten signature in black ink that reads 'Julie W. Cox'.

Julie W. Cox
Regional Director

(252) 638-7812



Julie.Cox@mycpri.org
www.MyCPRL.org



400 Johnson Street
New Bern, NC 28560



FY 2025-26 Revenue

We are on track to meet the \$3.5 million budget.

Row Labels	Sum of Year to Date	Sum of FY 2026 Budget	YTD AVERAGE
CRAVEN COUNTY	1,740,084.11	2,091,535.00	83%
E-RATE	61,142.31	89,633.00	68%
FEE'S	43,079.53	51,063.00	84%
FRIENDS	35,288.69	46,500.00	76%
INVESTMENTS	87,022.21	107,108.00	81%
LOCAL GRANT	72,252.19	72,252.00	100%
MUNICIPALITIES	96,627.00	90,550.00	107%
PAMLICO COUNTY	308,333.30	370,000.00	83%
PATRONS	25,845.73	23,900.00	108%
PERSONNEL GRANT	25,000.00	35,000.00	71%
MISCELLANEOUS	45,820.84	62,000.00	74%
RETAIL	4,722.73	5,175.00	91%
SALES TAX REFUND	-	32,000.00	0% WILL RECORD SUM IN JUNE
STATE GRANT	409,808.00	465,739.00	88%
Grand Total	2,955,026.64	3,542,455.00	83%
	THIS IS ONLY JULY THRU APRIL	THIS IS YOUR 3.5 BUDGET	



Craven-Pamlico Regional Library

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Locations to Serve You

- Cove City - Craven County Public Library
- Havelock - Craven County Public Library
- New Bern - Craven County Public Library
- Vanceboro - Craven County Public Library
- Pamlico County Public Library
- Hollowell Annex
- Book Techmobile

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Counties We Serve

Craven County Population – 104,167
 Pamlico County Population – 12,500
TOTAL POPULATION SERVED - 116,667
 (2024 Census)

2,328

Programs Provided

Total Number of Programs
 Provided to Citizens of All Ages
 in 2024-2025

197,652

Visits to CPRL Libraries

Total Number of Visits
 in 2024-2025

62,209

Attendance for Programs

Total Number of Program
 Participants of All Ages
 in 2024-2025

56,142

Registered Patrons

Number of Library Card
 Holders in 2024-2025

455,778

Items Circulated

Total Number of Print & Electronic
 Items Circulated in 2024-2025



Return on Investment

Value of Services Used at Craven-Pamlico Regional Library FY25		
Input Your Quantity of Use	Library Services	Value of Services
88600	Adult Books Borrowed	\$1,506,200
4980	Young Adult Books Borrowed	\$59,760
78954	Juvenile Books Borrowed	\$1,342,218
1291	Periodicals/Magazine Use	\$9,683
1846	AudioBooks Borrowed	\$46,150
111	Music CD Borrowed	\$1,104
3357	Videos Borrowed	\$50,355
5246	HotSpots Borrowed	\$2,360,700
51994	E-Books	\$779,910
39045	E-Audio	\$585,675
2754	E-Video	\$24,786
17919	E-Periodicals	\$179,190
62209	Program Attendance	\$746,508
191	Meeting Room Use	\$4,775
23343	Computer Use (by hour)	\$280,116
160519	Database Searches	\$3,202,354
119440	Reference Assistance	\$1,791,600
	Total Value	\$12,971,084

Julie W. Cox, Regional Director

Jeanne L. Holmgren, Asst Regional Director



400 Johnson Street
 New Bern, NC 28560
 252-638-7800
www.mycprl.org



CPRL Regional Accomplishments for FY26

Capital Improvements:

- A new handicap accessible side entrance has proven to ease safety concerns for patrons who previously had to back out on the highway to depart the Cove City Branch.
- The Havelock Branch saw new flooring, interior paint, and a new layout for a more aesthetically pleasing flow for patrons, especially teens. Staff successfully completed a dual-phase relocation to a temporary facility and back to the permanent site, ensuring no lapse in essential community services during the renovation period.
- The Vanceboro Branch added new child friendly carpets, an interactive sensory board and new mobile shelving for their children's area.
- The New Bern Library witnessed the installation of a handicap ramp at the front entrance as well as a designated handicap parking space in front of the library.
- The Pamlico Library (new facility opened May 12, 2025), continues to thrive in their new building, adding a Small Business Center, developing their Children's Garden, and adding two smart boards.

Access and Programs:

- Installation of a full Ethernet network at the Hollowell Annex.
- Installation of modern internet switches at Cove City & Vanceboro locations.
- Installation of a firewall at Havelock so it has a self-sustaining network.
- Conducted a patron survey from users, non-users and former users of the library system. Collected 323 surveys from citizens throughout Craven & Pamlico Counties.
- Thanks to an LSTA grant, all libraries were able to offer special STEAM programming beginning January 2026. Programs included a day option for homeschooling families and an afterschool option for private and public school students. Specialized training was facilitated for library staff to provide hands-on application for incorporating various LEGO Education and other STEAM Kits into programming. Lesson plans were provided to ensure key educational components of the kits were mastered and could later be shared in a variety of approaches.
- The New Bern Branch added two more "Books & Babies" programs (now offering 4 programs each week). The Kellenberger Room implemented a history club for 3rd-8th graders, "Archive Adventurers". Due to the popularity of "Trivia Night", Adult Services will now be presenting two programs a month. As requested by patrons, a new book club, "New Science Fiction & Fantasy Book Club" is now offered monthly.
- Collection Management has been a focal point for all libraries this year. A rigorous audit of library materials was conducted to identify opportunities for material deselection (weeding), repair, and growth. With an LSTA grant, staff received training on installing RFID tags. RFID gates were installed at each location in March 2026. Staff will continue to tag the entire collection at each location to ensure accurate circulation statistics, door counts, and inventory.
- In 2025, we circulated 5,342 hotspots throughout CPRL, while continuing to circulate web cams, laptops, tablets, and routers.
- Craven – Pamlico Regional Library supported 1,383 children (birth - 17 years of age) in reading 1,058,461 minutes for the 2025 Summer Reading Program.

- Circulation of materials has increased by 22.43% among patrons who face challenges accessing the physical library building, thanks to the Book Techmobile service.
- The New Bern – Craven County Public Library had an increase of 26.97% for checked out materials as patrons continue to be delighted by the renovations and shelving layout, making it easier to browse for titles.
- Pamlico County Library launched their “Pathways to Success: Business & Resource Center,” made possible by funding through Truist and Bate Foundation grants, along with support from the Friends of the Library and CPRL. “Pathways to Success” serves as a dedicated hub for professional growth, entrepreneurship, and career advancement through a joint effort with NCWorks, the Small Business Center (Pamlico Community College), and the NC Vocational Rehabilitation Services.
- Circulation Increases for Books:
 - Adult Fiction 13%
 - Adult Nonfiction 37%
 - Juvenile Fiction 21%
 - Juvenile Nonfiction 3%
 - Young Adult Fiction 10%
 - Young Adult Nonfiction 38%

CPR Regional Goals for FY27

- Enhance outreach efforts to local businesses, educational institutions, and civic organizations to integrate library resources into the community.
- Implement a targeted marketing approach utilizing both social media and in-house digital signage to improve patron understanding of the value and utility of the library’s free electronic resources.
- Assist in planning and implementation of the proposed Cove City Library extension project. Key planned additions will include an expanded programming area, increased storage, additional parking, and room for a mobile kitchen.
- Enhance Children’s Programming to better serve working families.
- Increase Teen (ages 13-18 years old) and New Adult (19-25 years old) engagement.
- Survey patrons and staff on technology needs to guide future projects and grants.
- Increase staff training on technology in the library with recorded videos and in-person sessions.
- Upgrade ILS to the most current version and implement newly available changes to the library catalog and circulation processes.
- Improve signage, both interior and/or exterior, throughout the region as needed to better assist the public.
- Provide educational and training materials for advisory and regional board trustees.
- Create and implement incentives to boost staff morale and strengthen camaraderie.

Proposed FY 2027 Budget

	<i>FY 2027 Budget</i>	<i>Admin FY 2027 Budget</i>	<i>New Bern FY 2027 Budget</i>	<i>Havelock FY 2027 Budget</i>	<i>Cove City FY 2027 Budget</i>	<i>Vanceboro FY 2027 Budget</i>	<i>Pamlico FY 2027 Budget</i>
REVENUES							
Governmental							
State Grant	341,196	341,196	-	-	-	-	-
County Approp.	2,468,224	26,437	1,430,049	252,452	193,474	188,560	377,252
Municipal Approp.	94,577		79,077	10,000	500	4,000	1,000
NC Humanities Grant	-		-	-	-	-	-
Personnel Grant	35,000		-	35,000	-	-	-
Other Grants	-	-	-	-	-	-	-
Total Governmental	2,938,997	367,633	1,509,126	297,452	193,974	192,560	378,252
Other Revenue							
Fines/Fees	50,064	-	25,000	12,000	2,423	3,900	6,741
Retail Sales	4,900		4,000	900	-	-	-
Miscellaneous Rev.	61,687	61,687	-	-	-	-	-
Special Rev/Secker	18,000		18,000	-	-	-	-
Kellenberger	5,600	-	5,600	-	-	-	-
Gifts/Donations	19,356	-	12,519	1,200	661	452	4,524
Friends of the Library	16,500		12,500	-	-	1,000	3,000
E-Rate	99,196	-	30,425	7,455	14,536	13,902	32,878
NC Trust 1	83,376	34,376	14,000	5,000	8,000	8,000	14,000
Sales Tax Refund	32,000	32,000	-	-	-	-	-
Total Other Revenues	390,679	128,063	122,044	26,555	25,620	27,254	61,143
Other Funds							
Unassigned Funds	-	-	-	-	-	-	-
Assigned Funds	58,455	52,707	-	-	-	-	5,748
Committed Funds	-	-	-	-	-	-	-
Total Other Funds	58,455	52,707	-	-	-	-	5,748
GROSS REVENUES	3,388,131	548,403	1,631,170	324,007	219,594	219,814	445,143
EXPENDITURES							
Personnel							
Salaries/Wages	1,773,378	292,259	865,419	188,322	109,912	116,517	200,949
FICA	136,113	22,807	66,205	14,407	8,408	8,914	15,373
Health Insurance	296,998	44,000	163,624	24,750	13,750	13,750	37,125
NC Retirement	212,156	35,932	108,793	20,289	12,302	11,954	22,887
NC WC	4,466	745	2,164	471	275	291	520
Unemployment Ins	17,792	2,981	8,654	1,883	1,099	1,165	2,009
Total Personnel	2,448,137	398,724	1,214,857	250,122	145,746	152,591	286,098
Collection							
Books	124,885	8,852	60,285	13,000	9,472	7,868	25,408
Periodicals	5,850	-	4,000	850	200	200	600
Binding	527		527	-	-	-	-
Processing	500		-	-	-	-	500
Electronic Resources	77,619	19,000	28,000	8,200	3,919	4,500	14,000
CircTech	43,200	-	30,000	2,400	3,000	5,400	2,400
AV	3,054		1,073	481	-	-	1,500
Microforms	500		500	-	-	-	-
Realia(Objects)	3,000		2,000	1,000	-	-	-
Total Collection	259,135	27,852	126,385	25,931	16,591	17,968	44,408
Operating							
Telephone	7,344	312	4,080	792	636	564	960
Postage	2,599	718	1,371	150	110	100	150
Advertising	6,850	3,600	1,200	1,000	150	300	600

Proposed FY 2027 Budget

	<i>FY 2027</i>	<i>Admin</i>	<i>New Bern</i>	<i>Havelock</i>	<i>Cove City</i>	<i>Vanceboro</i>	<i>Pamlico</i>
	<i>Budget</i>	<i>FY 2027</i>	<i>FY 2027</i>	<i>FY 2027</i>	<i>FY 2027</i>	<i>FY 2027</i>	<i>FY 2027</i>
	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>	<i>Budget</i>
Tech Cost	147,155	4,680	48,677	11,749	20,850	16,562	44,637
Supplies	38,091	7,000	15,000	5,091	3,000	3,000	5,000
Dues/Subscriptions	4,740	2,486	1,754	-	-	-	500
Small Eqpt	12,336	5,000	2,636	1,000	2,000	500	1,200
Printing	1,600	1,600	-	-	-	-	-
Merchant Fee	-	-	-	-	-	-	-
Total Operating	220,715	25,396	74,718	19,782	26,746	21,026	53,047
Facilities							
Utilities	68,500		41,500	-	7,000	5,000	15,000
Facilities/Plant Operation	53,009	2,442	22,463	8,372	4,828	4,233	10,671
Facilities Improvements	21,880	-	6,000	1,015	-	4,865	10,000
Rent-Bldg/Eqpt	2,900	1,600	1,300	-	-	-	-
Contract Srves.	93,214	-	71,752	1,573	4,812	2,926	12,151
EE Training	13,138	8,000	3,400	650	296	400	392
Total Facilities	252,641	12,042	146,415	11,610	16,936	17,424	48,214
Traveling							
Travel	15,800	8,000	5,000	400	700	700	1,000
Vehicle Maint/Repair	4,500	4,500	-	-	-	-	-
Vehicle Supplies/Fuel	3,900	3,900	-	-	-	-	-
Total Travel	24,200	16,400	5,000	400	700	700	1,000
Programming							
Prog. Contracts	11,130	1,000	4,880	2,500	750	1,000	1,000
Kellenberger Prog. Contracts	1,800	-	1,800	-	-	-	-
Prog. Supplies	25,768	3,000	9,800	5,000	3,710	2,558	1,700
Kellenberger Prog. Supplies	1,800	-	1,800	-	-	-	-
Community Outreach	13,600	4,000	5,600	1,000	900	900	1,200
Total Programming	54,098	8,000	23,880	8,500	5,360	4,458	3,900
Professional							
Accounting Services	29,251	20,017	3,734	1,500	1,200	1,200	1,600
Legal	14,113	14,113	-	-	-	-	-
Total Professional	43,364	34,130	3,734	1,500	1,200	1,200	1,600
Insurance							
Insurance-Bldg/Eqpt	25,988		20,000	918	2,366	704	2,000
Insurance-Vehicles	4,175	4,175	-	-	-	-	-
Insurance-Liability	4,241	-	3,000	114	294	87	746
Insurance-Bond/E&O/Cyber	11,948	6,193	1,235	1,130	1,130	1,130	1,130
Total Expenses	46,352	10,368	24,235	2,162	3,790	1,921	3,876
Other							
Sales Tax	1,850	-	1,350	500	-	-	-
Copier/Lease	35,838	13,692	10,596	3,500	2,525	2,525	3,000
Interest	-	-	-	-	-	-	-
Bank Fees	1,800	1,800	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Total Other	39,488	15,492	11,946	4,000	2,525	2,525	3,000
TOTAL EXPENDITURES	3,388,131	548,404	1,631,170	324,007	219,594	219,814	445,143
EXPS. OVER/(UNDER)	0	(0)	(0)	0	(0)	0	(0)



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)

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 in accordance with 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)

PROPOSED CPRL BUDGET ORDINANCE

APPOINTMENT OF FINANCE OFFICER

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

The library's financial stability is ensured by a diverse range of funding sources, including contributions from counties and 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 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 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, provided the total budget for that entity or grant is not changed, and the changes adhere to the funder's requirements. The Finance Officer is to discuss all such transfers with the Regional Library Director before entering them into 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 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 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 financial plan for the 2026-2027 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 maintain records that align with the budget and this Ordinance, as well as applicable 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

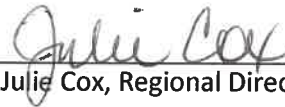
The CPRL Regional Board of Trustees reviews the Library's financial statements quarterly. Each year, an independent audit is conducted on the Library's financial statements, internal controls, and compliance with government accounting standards. The Library's economic reports, along with the audit opinions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

Adopted this 4th day of May 2026



Jason Jones, Craven County Commissioner

Chair of the CPRL Board of Trustees



Julie Cox, Regional Director

CPRL Regional Library Director

Glossary

APPROPRIATIONS	Funds allocated for designated purposes.
AUDIOVISUAL MATERIALS	Audiobooks (books on CD) and DVDs.
BALANCED BUDGET	A budget is balanced when total projected revenues equal total expenses for the fiscal year.
BINDING	Repairing rare and irreplaceable books or combining a set of volumes into one set.
CAPITAL OUTLAY	Purchased items (equipment and furniture) valued at \$5,000 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 appearance will enhance its overall value, extend 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.
CONSULTANT	Non-Employee services contracted 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.
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.
FINES AND FEES	Charges to the public for overdues, 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 organizations without commitment for resources or services.
GRANT	A cash award given for a specified purpose. The two major Federal and State grants block or categorical. Block grants are awarded primarily to general-purpose governments, distributed to them according to formulas established by law. They can be used for any locally determined activities that fall within the grant's functional purpose 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.
MICROFILM	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 the Library's business.
MUNICIPAL APPROPRIATIONS	Funding is given to CPRL by local towns and cities.
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, software, and equipment.
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	State taxes are paid on the sale of copies, faxes, headphones, flash drives, books, and other items.
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 \$1,000 Capital Outlay policy.
SPECIAL REVENUE FUNDS	These funds represent revenue from specific donations or other earmarked sources that are legally restricted to financing a particular function.
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.