



# Gaston County

Gaston County  
Board of Commissioners  
www.gastongov.com

## Library Board Action

File # 25-606

Commissioner Keigher - Library - To Approve the Conversion of 4 Half-time Library Branch Employees to Part-time  
(100% Grant Funds - No Additional County Funds)

### STAFF CONTACT

Sandy Hunnicutt - Library - 704-868-2164 Ext. 5520

### BUDGET IMPACT

General Fund: No net change. This Board Action transfers grant funds that were previously appropriated for Furniture and Equipment to Personnel. If approved, this Board Action converts four half-time positions into 29-hour part-time positions. The positions will be eligible for retirement and 401K, but not health insurance.

### BACKGROUND

The Library has four branches that have only half-time employees. The Library is requesting to increase four staff from half-time to part-time, which would give each branch an additional ten hours each week to avoid time periods where only one member of staff is present in our building. The added 10 hours of salary in addition to the benefits offered to part-time employees would be funded by North Carolina State Aid to Public Libraries. State Aid to Public Library funds have been previously approved and appropriated.

### POLICY IMPACT

N/A

### ATTACHMENTS

Budget Change Request (BCR)

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows.

NO.	DATE	M1	M2	JBailey	CBrown	CCloninger	AFraley	BHovis	TKeigher	SShehan	Vote
2026-036	01/27/2026	BH	SS	A	A	A	A	A	A	A	U

### DISTRIBUTION

Laserfiche Users

A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS

# GASTON COUNTY BUDGET CHANGE REQUEST (BCR)

**TO:** Matthew Rhoten, County Manager

**FROM** 6110 Library  
                     Dept. Code                      Department Name  
                     Susan McDonald                      12/11/25  
                     Department Director                      Date

**REQUEST TYPE.**

- ☒ Line-Item Transfer Within Department & Fund

☐ Project Transfer Within Department & Fund

☐ Line-Item Transfer Between Departments

☐ Line-Item Transfer Between Funds\*

☐ Additional Appropriation of Funds\*
- \* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION As it appears in Munis	ACCOUNT NUMBER										AMOUNT**
	4	3	3	5	6	7	4	2	6	5	
	Fund	Dept	Div	SubDiv	Prog	SubProg	Future	Func	Obj	Proj	
Ex. Employee Training	xxxx	xxx	xxx	xxxxx	xxxxxx	xxxxxx	xxxx	xx	xxxxxx	xxxxx	Ex. \$5,000.00 Ex. (\$5,000.00)
	Ex. 1000-BGT-000-00000-000000-0000000-0000-01-520011-										
Furn/Equip<\$5K-FY26 State Aid	1000-LIB-000-00000-000000-0000000-0000-04-520020-G0156										(\$32,636)
Part-time:>1K hrs-FY26 State A	1000-LIB-000-00000-000000-0000000-0000-04-510006-G0156										\$20,042
FICA-FY26 State Aid	1000-LIB-000-00000-000000-0000000-0000-04-510100-G0156										\$1,533
Retirement-FY26 State Aid	1000-LIB-000-00000-000000-0000000-0000-04-510101-G0156										\$8,093
401K Contr-FY26 State Aid	1000-LIB-000-00000-000000-0000000-0000-04-510102-G0156										\$2,968

**JUSTIFICATION FOR REQUEST**

Transfer State Aid to Libraries funds to cover additional salary and benefit cost from moving four half-time staff to part-time staff

\*\* Decreases in expenditures and increases in revenue accounts require brackets. Increases in expenditures and decreases in revenue do not require brackets. Please note that transfers between funds require inter-fund transfer accounts.