

**AGENDA: BEDFORD PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES**  
**Organizational Meeting**  
**July 6, 2021 at 5:00 p.m.**  
**Bedford Central Library, Bedford Room**

Call to Order

Approval of Agenda

Approval of the Minutes from the last meeting

Public Comments

Board Chair Report (Natalie Martin, Vice Chair)

- Elect officers for FY21
  - Chairman
  - Vice-Chairman
  - Treasurer
- FY21 meeting calendar

Director's Report:

- Policies and Procedures
- Programming/Services
- IT
- Financials

Board Member Comments

New Business

Adjournment

Bedford Public Library System  
Board of Trustees meeting Minutes  
Bedford Central Library  
June 1, 2021

Board members present: Natalie Martin, Randy Cox, Mary Jo Krufka, Hope Cupit, Debbie Bahouth, Anna Stevens

Staff present: Jenny Novalis, Library Director

Ms. Krufka called the meeting to order at 5:00pm.

Ms. Krufka asked for additions or changes to the agenda. Mrs. Novalis requested to remove the action item to appoint BPLS Foundation Board of Directors, saving that action for a future meeting. Ms. Krufka asked for a motion to approve the agenda, as amended. Mrs. Cupit motioned to approve the agenda, as amended, Mrs. Martin seconded, all agreed.

Ms. Krufka asked for any changes to the minutes from the April meeting. There were no changes. Mrs. Martin motioned to approve the minutes as mailed, Mrs. Stevens seconded, all agreed.

No Public Comments

No Board Chair report

Director's report:

Mrs. Novalis presented the draft FY22 library operating budget. Bedford County has appropriated \$1,734,578.00 to the Library, State aid estimates are \$199,566.00 and anticipated revenues from other sources is \$66,250. Mrs. Novalis noted that the revenue estimates from other sources is a little lower due to the pandemic. Operating expenses are expected to remain fairly level for contractual services, library programming needs, supplies, continuous charges and property improvements. Personnel expenses include fringes and benefits plus a 5% COL pay increase for the library employees, same as the County personnel will receive. That expense makes up about 68% of the overall library operating budget. Library materials are funded through the state aid allocation, and the library plans to purchase \$167,566.00 in books, media and digital materials. The Board discussed some of the materials figures and discussed the personnel figures and minimum wage increases. Mrs. Novalis noted that there are two Library projects on the County's approved FY22 CIP – more HVAC replacements and “can light” replacements. The Board discussed some ongoing building improvement needs. Ms. Krufka asked if there was any more discussion on the budget action item; there was none. Ms. Krufka asked for a motion to approve the FY22 library operating budget as presented. Mrs. Cupit motioned to approve the operating budget, Mrs. Bahouth seconded, all agreed.

The VA Dept of Health released updated public library pandemic guidance and the Governor's Office has indicated many of the emergency restriction will be lifted on May 28. Mrs. Novalis summarized the current operating restrictions and noted that the staff will continue to practice

enhanced cleaning procedures even after the emergency order is lifted. The Bedford Rotary Club named Jenny Novalis a Paul Harris Fellow, Rotary's highest honor for Service Above Self for carrying out critical programming through the library system that strengthens children's literacy, and for continuing operations safely, during the last pandemic year. Mrs. Novalis noted that the library staff really were the ones who kept the library running throughout the pandemic and it was their willingness to adapt to the ever changing rules that allowed the library to thrive.

The security camera project has been delayed due to a shortage of microchips. Our vendor was able to fill some of the order, and the most essential cameras have been installed at Forest and Moneta. The IT staff hope to have the cameras in hand by the end of the calendar year, but it is pretty much out of their hands, at the moment. All the wiring is already in place, so once they arrive, installation should only take a few days.

Erate paperwork for the FY22 category 1 services has been filed, there was no need for a bid process since we are still in a contract with our current vendor. USAC has sent a commitment letter for \$41,790.00 and there are no plans for any category 2 projects this coming year. Mrs. Novalis reviewed the current operating budget revenues and expenses, including Munis reports from March, April and May 2021 expenses. The May revenue reports are a little delayed due to our current workflow. Mrs. Novalis also reported on the progress of the HVAC projects and mold remediation/repair projects.

#### Board Member Comments:

Mrs. Cupit thanked the staff for making and sending the Summer Reading Program flyer around. The Board had a discussion about how important summer reading program is and they should be proud of the work. Mrs. Stevens noted that considering the BPLS is the only area library doing a full summer program and had been doing a program, that is an even better accomplishment. Mrs. Bahouth stated Jenny and the staff really pulled through and kept the library operating safely, we hope the community knows how fortunate we are to have this library system. Mr. Cox added that the staff really pulled through and our library stood much taller and a lot shinier than other libraries in the area. Mrs. Martin noted that Bedford really hung in there when others didn't and suggested they write a letter to the editor. She also stated that the Bedford Friend of the Library's book sales and puzzles sales were big hits. They received a lot of large donations during the pandemic. Ms. Krufka agreed with everything already stated. She summarized the issue the Forest Library had with anti-Northam demonstrators in May and noted that the staff handled it well and they now have clarification on what to do if this happens again. She added that this was her last Library Board meeting, as her term is expiring. She has very much enjoyed being on the Board and will miss being here, she has been a part of the Board for a long time. The Board thanked Ms. Krufka and Mrs. Markham for their service on the Board and Mrs. Novalis presented them with small awards.

Ms. Krufka asked for a motion to adjourn. Mrs. Bahouth motioned, Mrs. Martin seconded, all agreed. The meeting adjourned at 6:10pm.

BEDFORD PUBLIC LIBRARY SYSTEM

Library Board of Trustees  
(July 1, 2021 – June 30, 2022)

Randy Cox  
2032 Tolley Meadow Rd.  
Big Island, VA 24526

Term 2 ends: June 30, 2024

Home: 704-433-8012  
randycoxart@aol.com

(At-Large; lives in Dist. 5)

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Kathryn Lewis  
1098 Cypress Pl  
Bedford, VA 24523

Term 1 ends: June 30, 2025

Home: 434-222-4122  
kathrynlewisva@gmail.com

(At-Large; lives in Dist. 5)

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Hope Cupit  
1119 AP Hill Pl.  
Forest, VA 24551

Term 1 ends: June 30, 2024

Home: 434-525-0116  
hcupit@sercap.org  
hcupit@icloud.com

(At-Large; lives in Dist. 3)

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Debra Bahouth  
3287 Old Firetrail Rd.  
Huddleston, VA 24104

Term 2 ends: June 30, 2023

Home: 336-972-3105  
hiddenbearhill@gmail.com

(At-Large; lives in Dist. 2)

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Pamela Palmer  
1181 Old Plantation Rd.  
Goodview, VA 24095

Term 1 ends: June 30, 2025

Home: 540-929-1987  
pamela.palmer929@gmail.com

(At-Large; lives in Dist. 1)

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Natalie Martin  
1728 Wycliffe St.  
Bedford, VA 24523

Term 1 ends: June 30, 2023

Home: 540-586-5765  
martinnataliek@gmail.com

(At-Large; lives in Dist. 7)

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Anna Stevens  
1012 Gardener's Ln  
Montvale, VA 24122

Term 1 ends: June 30, 2024

Home: 540-520-5386  
annastevens86@gmail.com

(At-Large; lives in Dist. 6)

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updated July 1, 2021

**July 6, 2021 at 5:00 p.m.**  
**Bedford Room, Central Library**  
**Meeting Room**

Director's Report:

- Policies and Procedures
  - Holiday policy – staff request for Thursday December 23, 2021 and Saturday January 1, 2022. The BPLS typically follows the state calendar for all holidays, these are exceptions to the calendar.
- Programming/Services
  - Programming update
  - New LVA databases available
- IT
  - New funding opportunities - ECF vs. E-rate vs. EBB discussion
- Financials
  - FY2020 audit has been completed. Link will be sent.
  - End of May revenues and expenses review
  - Partial end of June financial review
  - State Aid paperwork for FY22 has been filed
  - State ARPA/IMLS Funds distribution has been announced. The BPLS is expected to receive \$25,162.00. Review staff recommendations for spending these project funds and other requirements of the grant.

# Commonwealth of Virginia 2021 Pay and Holiday Calendar Revised October 2020

## State Holidays

- January 1**  
New Year's Day
- January 18**  
Martin Luther King, Jr. Day
- February 15**  
George Washington Day
- May 31**  
Memorial Day
- June 18**  
Juneteenth (Observed)
- July 5**  
Independence Day (Observed)
- September 6**  
Labor Day
- October 11**  
Columbus Day & Yorktown Victory Day
- November 2**  
Election Day
- November 11**  
Veterans Day
- November 24**  
4 hours additional holiday time
- November 25**  
Thanksgiving
- November 26**  
Day After Thanksgiving
- December 23**  
8 hours additional holiday time
- December 24**  
Christmas (Observed)
- December 31**  
New Year's (Observed)

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday

Denotes Holiday

Denotes Additional Time Off 8 hrs 4 hrs

Denotes Payday on Holiday or Time Off

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Published by Commonwealth of Virginia October 2020



## January

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# Commonwealth of Virginia 2022 Pay and Holiday Calendar

## State Holidays

- January 17**  
Martin Luther King, Jr. Day
- February 21**  
George Washington Day
- May 30**  
Memorial Day
- June 20**  
Juneteenth (Observed)
- July 4**  
Independence Day
- September 5**  
Labor Day
- October 10**  
Columbus Day & Yorktown  
Victory Day
- November 8**  
Election Day
- November 11**  
Veterans Day
- November 23**  
4 hours additional holiday time
- November 24**  
Thanksgiving
- November 25**  
Day After Thanksgiving
- December 23**  
8 hours additional holiday time
- December 26**  
Christmas (Observed)

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

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Published by Commonwealth of Virginia April 2021



## January

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## February

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## March

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## April

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## July

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## August

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## September

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## October

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## November

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## December

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## COMPARISON SHEET FOR E-RATE, EMERGENCY CONNECTIVITY FUND, AND EMERGENCY BROADBAND BENEFIT PROGRAMS

E-RATE PROGRAM (SCHOOLS & LIBRARIES)	EMERGENCY CONNECTIVITY FUND PROGRAM	EMERGENCY BROADBAND BENEFIT PROGRAM
<p><b>Who:</b> Schools, libraries, consortia of schools, &amp; libraries</p> <p><b>What:</b> \$4.15B annual available collected by the FCC through Universal Service Fund contributions. Entities file annually for reimbursements for:</p> <ul style="list-style-type: none"> <li>• Telecommunications services;</li> <li>• Internet access;</li> <li>• Internal connections;</li> <li>• Basic maintenance of internal connections;</li> <li>• Managed internal broadband services</li> </ul> <p>Discounts for support depend on the level of poverty and whether the school or library is located in an urban or rural area. Discounts range from <b>20% to 90%</b> of the costs of eligible services.</p> <p><b>When:</b> Annually. The Form 471 Filing Window historically opens in January and closes in March, in advance of each Funding Year, which starts July 1 through June 30.</p> <p><b>How:</b> Applicants must competitively bid all E-rate equipment and services via FCC Form 470 and complete a minimum 28 day bidding period.</p> <p>All forms are submitted in USAC's One Portal environment, predominantly in the E-rate Productivity Center (EPC) Portal.</p>	<p><b>Who:</b> Schools, libraries, consortia of schools &amp; libraries</p> <p><b>What:</b> \$7.17B emergency program to help libraries close the Homework Gap by funding reasonable costs of purchases of devices and connectivity for off-campus use by library patrons in need during the COVID-19 pandemic. Entities receive 100% reimbursement for:</p> <ul style="list-style-type: none"> <li>• Wi-Fi hotspots;</li> <li>• Modems (including air cards);</li> <li>• Routers;</li> <li>• Devices that combine a modem and router;</li> <li>• connected devices (laptop and tablet computers);</li> <li>• Off-campus commercially available broadband service that provides a fixed or mobile broadband connection for library patrons</li> </ul> <p><b>When:</b> The first application filing window will open June/July 2021 and will be open for 45 days. Applicants will be able to submit requests for funding for purchases made between July 1, 2021 and June 30, 2022 to meet the needs of students, school staff, and library patrons who would otherwise lack access to basic educational opportunities and library services.</p> <p><b>How:</b> Applicants must certify they followed state and local procurement requirements in procuring ECF eligible goods and services.</p> <p>All forms are submitted in USAC's One Portal environment, predominantly in the E-rate Productivity Center (EPC) Portal.</p>	<p><b>Who:</b> A household is eligible if a member of the household meets one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Has an income that is at or below 135% of the Federal Poverty Guidelines or participates in certain assistance programs, such as SNAP, Medicaid, or Lifeline;</li> <li>• Approved to receive benefits under the free and reduced price school lunch program or the school breakfast program, including through the USDA Community Eligibility Provision in the 2019-2020 or 2020-2021 school year;</li> <li>• Received a Federal Pell Grant during the current award year;</li> <li>• Experienced a substantial loss of income due to job loss or furlough since February 29, 2020 and the household had a total income in 2020 at or below \$99,000 for single filers and \$198,000 for joint filers;</li> <li>• Meets the eligibility criteria for a participating provider's existing low-income or COVID-19 program</li> </ul> <p><b>What:</b> The Emergency Broadband Benefit will provide a discount of up to \$50 per month towards broadband service for eligible households and up to \$75 per month for households on qualifying Tribal lands. Eligible households can also receive a one-time discount of up to \$100 to purchase a laptop, desktop computer, or tablet from participating providers if they contribute more than \$10 and less than \$50 toward the purchase price. The Emergency Broadband Benefit is limited to one monthly service discount and one device discount per household.</p>







FOR 2021 11 May 2021 Revenues

	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
<b>L01 LIBRARY OPERATING FUND</b>						
414201 LIBRARY FEES & FINES			-60,512.91	-750.22	33,512.91	224.1%
414202 LOST LIBRARY MATERIALS	-27,000.00	-27,000.00	-1,835.85	-329.13	-4,164.15	30.6%
414203 PASSPORT FEES	-6,000.00	-6,000.00	-1,865.00	-545.00	-1,135.00	62.2%
415101 INTEREST ON BANK DEPOSITS	-3,000.00	-3,000.00	-136.54	0.00	-363.46	27.3%
417110 COUNTY OF BEDFORD	-500.00	-500.00	-837,388.00	0.00	-828,228.00	50.3%
418771 LIBRARY COPIES	-1,665,616.00	-1,665,616.00	-5,444.86	-1,210.44	-14,555.14	27.2%
418772 LIBRARY POSTAGE	-20,000.00	-20,000.00	-28.35	-5.32	-321.65	8.1%
418774 LIBRARY DONATIONS	-350.00	-350.00	-232.54	-33.23	-167.46	58.1%
418775 LIBRARY BD COMM HEALTH FOUND	-400.00	-400.00	-7,000.00	-7,000.00	0.00	100.0%
418799 LIBRARY MISCELLANEOUS	-7,000.00	-7,000.00	-437.90	-109.05	-1,562.10	21.9%
418903 REBATES AND REFUNDS	-2,000.00	-2,000.00	-4,844.11	-5.29	4,844.11	100.0%
419010 RECOVERED COSTS - OTHER	0.00	0.00	0.00	0.00	-4,000.00	.0%
419711 LIB REC COSTS E RATE	-4,000.00	-4,000.00	-31,342.50	0.00	31,342.50	100.0%
419712 LIB REC COSTS COPIERS	0.00	0.00	-760.56	0.00	760.56	100.0%
419713 LIB REC COSTS REGISTRAR	0.00	0.00	0.00	0.00	0.00	.0%
424701 STATE LIBRARY AID	-3,000.00	-3,000.00	0.00	0.00	-3,000.00	.0%
	-180,785.00	-180,785.00	-52,880.00	0.00	-127,905.00	29.3%
TOTAL LIBRARY OPERATING FUND	-1,919,651.00	-1,919,651.00	-1,004,709.12	-9,987.68	-914,941.88	52.3%
<b>L03 LIBRARY VEHICLE REPLACEMENT FD</b>						



FOR 2021 11

	ORIGINAL ESTIM REV	REVISED ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	% COLL
415101 INTEREST ON BANK DEPOSITS	0.00	0.00	-1.80	0.00	1.80	100.0%
TOTAL LIBRARY VEHICLE REPLACEMENT	0.00	0.00	-1.80	0.00	1.80	100.0%
L04 LIBRARY TECHNOLOGY FUND						
415101 INTEREST ON BANK DEPOSITS	0.00	0.00	-0.37	0.00	0.37	100.0%
TOTAL LIBRARY TECHNOLOGY FUND	0.00	0.00	-0.37	0.00	0.37	100.0%
GRAND TOTAL	-1,919,651.00	-1,919,651.00	-1,004,711.29	-9,987.68	-914,939.71	52.3%

\*\* END OF REPORT - Generated by Jenny Novalis \*\*



Bedford County, VA  
YEAR-TO-DATE BUDGET REPORT

06/14/2021 15:20  
jnovalis

FOR 2021 11 May 2021 Expenses

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
L01 LIBRARY OPERATING FUND						
511110 EARNINGS-FULL TIME	660,616.00	257,122.21	51,057.90	0.00	403,493.79	38.9%
660,616.00						
511111 EARNINGS-PART TIME	413,945.00	148,117.81	28,769.43	0.00	265,827.19	35.8%
413,945.00						
511150 ANNUAL LEAVE PAYOUT	0.00	6,480.42	2,101.43	0.00	-6,480.42	100.0%
0.00						
511160 SICK LEAVE PAYOUT	0.00	1,155.18	0.00	0.00	-1,155.18	100.0%
0.00						
511170 COMP TIME PAYOUT	0.00	3.70	0.00	0.00	-3.70	100.0%
0.00						
521110 VRS	28,934.00	12,256.62	2,422.69	0.00	16,677.38	42.4%
28,934.00						
521120 FICA	66,622.00	24,811.92	4,921.96	0.00	41,810.08	37.2%
66,622.00						
521130 MEDICARE	15,581.00	5,802.82	1,151.10	0.00	9,778.18	37.2%
15,581.00						
521140 GROUP LIFE INSURANCE	8,853.00	3,749.74	741.19	0.00	5,103.26	42.4%
8,853.00						
521150 HEALTH INSURANCE	88,219.00	38,420.36	8,039.95	0.00	49,798.64	43.6%
88,219.00						
521170 EDUCATION ASSISTANCE	2,250.00	2,000.00	0.00	0.00	250.00	88.9%
2,250.00						
521190 HEALTH SAVINGS CONTRIBUTION	5,280.00	2,200.00	440.00	0.00	3,080.00	41.7%
5,280.00						
521220 HYBRID DISABILITY	613.00	281.34	63.66	0.00	331.66	45.9%
613.00						
521230 WORKERS COMPENSATION	3,400.00	0.00	0.00	0.00	3,400.00	.0%
3,400.00						
531110 ACCOUNTING & AUDITING SERVICE	48,425.00	18,934.52	298.90	0.00	29,490.48	39.1%
48,425.00						
531120 ADVERTISING SERVICES	500.00	59.80	59.80	0.00	440.20	12.0%
500.00						
531220 SKILLED SERVICES	3,000.00	438.55	53.70	0.00	2,561.45	14.6%
3,000.00						
531410 BUILDING REPAIR & MAINT SVCS	6,000.00	1,160.22	0.00	0.00	4,839.78	19.3%
6,000.00						
531420 GROUNDS REPAIR & MAINT SVCS	0.00	925.00	0.00	0.00	-925.00	100.0%
0.00						
531430 EQUIPMENT REPAIR & MAINT SVCS	29,010.00	9,960.19	1,150.14	0.00	19,049.81	34.3%
29,010.00						



Bedford County, VA  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
531440 CUSTODIAL SERVICES						
40,000.00	40,000.00	10,912.25	2,310.00	0.00	29,087.75	27.3%
531460 VEHICLE REPAIR & MAINT SVCS	3,400.00	622.73	622.73	0.00	2,777.27	18.3%
3,400.00	3,400.00					
531510 POSTAGE AND FREIGHT	2,550.00	1,223.02	212.35	0.00	1,326.98	48.0%
2,550.00	2,550.00					
531610 COMP HARDWARE MAINT & SUPPORT	6,700.00	1,760.47	0.00	0.00	4,939.53	26.3%
6,700.00	6,700.00					
531620 SOFTWARE MAINT & SUPPORT FEES	51,500.00	16,598.97	390.97	0.00	34,901.03	32.2%
51,500.00	51,500.00					
531710 ORGANIZATION MEMBERSHIPS	500.00	1,100.00	0.00	0.00	-600.00	220.0%
500.00	500.00					
531730 CONFERENCE & EDUCATION	1,100.00	0.00	0.00	0.00	1,100.00	.0%
1,100.00	1,100.00					
531760 PROFESSIONAL CERTIFICATIONS	0.00	93.49	93.49	0.00	-93.49	100.0%
0.00	0.00					
531820 TRAVEL MILEAGE	5,000.00	1,410.91	407.68	0.00	3,589.09	28.2%
5,000.00	5,000.00					
541120 UNEMPLOYMENT COMP REIMB	0.00	52.78	0.00	0.00	-52.78	100.0%
0.00	0.00					
551110 ELECTRICAL SERVICE CHARGES	97,000.00	37,849.81	4,814.93	0.00	59,150.19	39.0%
97,000.00	97,000.00					
551120 REFUSE SERVICE CHARGES	850.00	352.90	70.58	0.00	497.10	41.5%
850.00	850.00					
551130 WATER & SEWER CHARGES	14,500.00	5,796.24	1,151.04	0.00	8,703.76	40.0%
14,500.00	14,500.00					
551140 TELECOMM - LAND LINES	80,000.00	2,676.13	507.31	0.00	77,323.87	3.3%
80,000.00	80,000.00					
551141 TELECOMM - CELLULAR	0.00	365.57	73.24	0.00	-365.57	100.0%
0.00	0.00					
551142 INTERNET SERVICE CHARGES	0.00	27,039.08	5,417.05	0.00	-27,039.08	100.0%
0.00	0.00					
551150 BANK FEES	1,000.00	60.58	60.58	0.00	939.42	6.1%
1,000.00	1,000.00					
551160 LANDFILL TIPPING FEES	0.00	20.52	0.00	0.00	-20.52	100.0%
0.00	0.00					
551170 OTHER SERVICE FEES	0.00	23.40	0.00	0.00	-23.40	100.0%
0.00	0.00					
551210 GENERAL LIABILITY INSURANCE	600.00	0.00	0.00	0.00	600.00	.0%
600.00	600.00					
551220 AUTOMOBILE LIABILITY INSURANC	2,415.00	0.00	0.00	0.00	2,415.00	.0%
2,415.00	2,415.00					
551230 PROPERTY INSURANCE	7,400.00	0.00	0.00	0.00	7,400.00	.0%
7,400.00	7,400.00					



FOR 2021 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
551260 PUBLIC OFFICIALS INSURANCE	477.00	0.00	0.00	0.00	477.00	0%
551520 LEASE PAYMENTS-OFFICE EQUIP	0.00	4,904.47	1,062.12	0.00	-4,904.47	100.0%
551910 NON LEASE EQUIPMENT RENTALS	13,200.00	0.00	0.00	0.00	13,200.00	0%
561120 OFFICE SUPPLIES	2,900.00	1,057.84	225.22	0.00	1,842.16	36.5%
561130 COMPUTER OPERATING SUPPLIES	7,000.00	2,644.55	1,187.87	0.00	4,355.45	37.8%
561140 FOOD & MEALS NON-TRAVEL	0.00	23.88	23.88	0.00	-23.88	100.0%
561150 MISCELLANEOUS SUPPLIES	1,500.00	193.55	0.00	0.00	1,306.45	12.9%
561220 GASOLINE	2,500.00	457.12	0.00	0.00	2,042.88	18.3%
561510 BUILDING MATERIALS	3,000.00	470.97	0.00	0.00	2,529.03	15.7%
561530 EQUIPMENT MATERIALS	1,500.00	365.96	0.00	0.00	1,134.04	24.4%
561540 CUSTODIAL MATERIALS	6,000.00	4,309.16	507.66	0.00	1,690.84	71.8%
561560 VEHICLE MATERIALS	500.00	129.58	0.00	0.00	370.42	25.9%
561570 SIGNAGE	0.00	149.73	0.00	0.00	-149.73	100.0%
561620 FOOD AND FOOD SERVICE SUPPLIE	0.00	111.42	0.00	0.00	-111.42	100.0%
562110 BOOKS ADULT	26,000.00	10,699.47	2,336.98	0.00	15,300.53	41.2%
562120 BOOKS YOUTH	24,400.00	8,586.03	1,491.32	0.00	15,813.97	35.2%
562130 BOOKS POPULAR MATERIALS	25,385.00	9,694.44	2,215.58	0.00	15,690.56	38.2%
562140 PERIODICALS	4,800.00	1,595.85	606.15	0.00	3,204.15	33.2%
562210 AUDIOBOOKS	6,500.00	2,451.54	0.00	0.00	4,048.46	37.7%
562220 DVDS ADULT	7,100.00	2,513.57	200.14	0.00	4,586.43	35.4%
562230 DVDS YOUTH	4,100.00	1,651.15	237.63	0.00	2,448.85	40.3%
562240 DVDS POPULAR MATERIALS	10,500.00	2,498.48	489.50	0.00	8,001.52	23.8%



FOR 2021 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
562310 ONLINE SUBSCRIPTIONS	8,500.00	300.00	0.00	0.00	8,200.00	3.5%
562320 DIGITAL MATERIALS	37,500.00	22,749.14	5,620.17	0.00	14,750.86	60.7%
562410 LIBRARY PROGRAM SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	.0%
562420 LIBRARY PROGRAM SUPPLIES	4,600.00	2,635.11	279.53	0.00	1,964.89	57.3%
562510 LIBRARY PROCESSING SUPPLIES	9,400.00	3,445.88	19.20	0.00	5,954.12	36.7%
581110 COMPUTER EQUIPMENT	13,550.00	4,503.07	499.98	0.00	9,046.93	33.2%
581510 OFFICE FURNITURE AND FIXTURES	500.00	801.84	0.00	0.00	-301.84	160.4%
581520 OFFICE MACHINES	476.00	0.00	0.00	0.00	476.00	.0%
TOTAL LIBRARY OPERATING FUND	1,919,651.00	730,783.05	134,406.73	0.00	1,188,867.95	38.1%
L02 LIBRARY FACILITIES MAINT FD						
582130 BUILDING IMPROVEMENTS	0.00	34,068.56	0.00	0.00	-34,068.56	100.0%
TOTAL LIBRARY FACILITIES MAINT FD	0.00	34,068.56	0.00	0.00	-34,068.56	100.0%
L04 LIBRARY TECHNOLOGY FUND						
551140 TELECOMM - LAND LINES	0.00	6,525.00	0.00	0.00	-6,525.00	100.0%
581110 COMPUTER EQUIPMENT	0.00	15,471.62	2,337.82	0.00	-15,471.62	100.0%
TOTAL LIBRARY TECHNOLOGY FUND	0.00	21,996.62	2,337.82	0.00	-21,996.62	100.0%
GRAND TOTAL	1,919,651.00	786,848.23	136,744.55	0.00	1,132,802.77	41.0%

\*\* END OF REPORT - Generated by Jenny Novalis \*\*