

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JUNE 3, 2024

Bristol Public Library, 5 High Street, Bristol, CT 06010

ATTENDEES: Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Thomas Jensen, Elizabeth Kanachovski, Andrea Kapchensky, Barbara O'Neill, and Pina Salvatore.
Library Director Deborah Prozzo, Assistant Library Director Scott Stanton, and Recording Secretary Ruth Vontell.

Absent: Kimberly Ploszaj and Council Liaison Sebastian Panioto

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:34 p.m.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Kanachovski MOVED to approve the Minutes of the May 6, 2024 Regular Meeting. Seconded by Director Frenette. All in favor. None opposed. Motion passed.

Item 4- Communications

None.

Item 5- Reports and Committee Reports

a. Finance Committee

No Report.

b. Property Committee

No Report.

c. Policy Committee

No Report.

Director Kanachovski reminded the committee to communicate in writing with the community outreach group working with the city's homeless population by September to request information regarding the library's specific responsibilities.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) April statistical highlights:

We had a very good April with lots of increases.

- Overall circulation increased by 10%
- Public Internet usage increased by 14% (corrected number)
- Database usage increased by 58% (corrected number)
- Patron visits increased by 14%
- Patron Registrations increased by 40%
- Meeting Room bookings and attendance were down by 33% and 23%
- Computer Lab activity was down by 47%
- Wi-Fi sessions totaled 13,091 which is the highest number since we've been keeping stats.

2) Monthly Budget Report:

We're in the last quarter of the fiscal year. It's time to get orders in, close POs, and use up allocated money on various line items.

- **171.5% @ Library Revenue:** We are well over the projected amount. The detail report shows the monthly deposits in the various areas. We had lots of lost and paid items. The amount will be revised/increased slightly on next year's budget.
- **84.5% @ Main Library:** We are monitoring the line items daily and will come close to spending 100%. We had 2 overages in "Other Wages" and "Printing & Binding" which will be covered by a transfer that went to the Board of Finance last week.
- **85.5% @ Children's Library:** The small amount left in professional fees will be used for an upcoming program. Some program supplies money is encumbered with Baker & Taylor. A new database will be added as a live link on the children's webpage by 7/1/24. The offerings include ABDO Zoom Animals, Biographies, STEAM, and Animales (Spanish). Valerie Toner will be responsible for doing the publicity.
- **83.9% @ Manross Library:** They are on track. The detail report shows that Manross Library Trust Fund money has been spent on author events, special programs, books, database additions, Hoopla, etc. Unused money will carry over to the next fiscal year.
- **53.9% @ Library Trust Funds:** Goodsell funds have been used to purchase reference books and exciting new databases for our community.
- The newest addition on our website is a streaming service called Kanopy PLUS. The 4 packages included with our 1-year subscription are: World Cinema, British Cinema & TV, Episodic TV Series, and Diversity. We are working on a PR blast.

3) Library Highlights:

Summer Hours will begin soon. Both libraries will be closed on Saturdays after June 8th until after Labor Day.

The Adult Summer Reading Program started on June 1, 2024 with a kick-off concert by the Sharades Band. We had a great turn out with lots of audience participation. Deanna Foular, our Readers' Advisor, took the lead and put the summer reading program registration and other information online. I encourage all Library Board members to sign up and join the community of readers in Bristol.

The Children's Department staff have been busy visiting schools to promote the summer reading program, which will include free lunch. It begins after school gets out.

The Manross Branch held a 5-week program called "Hatch the Chicken." They set up an incubator and heat lamp. Two chicks hatched and were sent back to the farm after a couple weeks.

4) Staff News:

We will be holding interviews this Thursday for the vacant Children's Assistant position. We hope to fill it by the end of June since summer will be busy.

A summer intern started today in the Children's Department. She is an MLS graduate student. This is a great learning opportunity for someone going into the field. She is our fourth intern.

5) 2024 Author Luncheon:

The event will take place on Thursday, October 10, 2024 at the DoubleTree. The menu is being finalized. The Friends of the Library will begin selling \$37.00 tickets on August 1st. The Author Reveal will be held on Monday, July 15, 2024 at 2:00 p.m. at the Main Library.

f. City Council Liaison Report

No Report.

g. Friends of the Library

Director Salvatore announced that the Friends will partner with the library staff at the Farmers' Market. The Saturday dates are as follows: 6/29, 7/13, 7/20, 8/10, 8/24, 9/7, 9/21, 10/5, and 10/19. The Friends will not be selling books this year. Instead, they will be giving out small activity booklets to the kids and holding a raffle for a gift card to a local restaurant. Library Director Prozzo encouraged the Library Board members to attend and participate in the Farmers' Market events.

Director Kanachovski questioned using trust fund money to cover the approximately \$5,700 in overtime salaries for library staff to work on these 9 Saturdays. She suggested that the city contribute. Discussion followed regarding the definition of operating expenses, the value of promoting library services, opportunities to be visible in the community, and the benefits of circulating items and registering new cardholders.

Director Salvatore reported that there will be a mini summer book sale in the lobbies of both libraries from June 7th to June 21st.

Director Salvatore handed out a flyer regarding family art nights funded by the Memorial Wall in honor of Jayne Bogucki, an art teacher and Friend of the Library who passed away last year. Two Friends of the Library volunteers will assist library staff with the arts & crafts on Tuesday evenings beginning at 6:00 p.m. from June 25th through August 6th at the Main Library.

h. Community Outreach Committee Report

No Report.

Director Kanachovski commented on the Silent Reading program at Manross. She said it was nice to see a few people participating when she stopped in. She truly appreciates the "synergy" there.

Item 6- Old Business

- a. Donate Button: Library Director Prozzo met with Comptroller Diane Waldron, Marie O'Brien, our Board of Finance liaison, and Ryan Bodley, Deputy Treasurer, regarding the use of a donate button on our website. Many positive things came out of the discussion. We don't need to go through the city to link the button to the trust funds held at Main Street Community Foundation. Susan Sadecki sent us the link and suggested starting with the Bristol Libraries fund which is the smallest and has the fewest restrictions. A donate button also can be linked to the Centennial Fund which has \$144,000 available in an expenditure account. If the city keeps the account, the entire amount is available and use is discretionary. If it's turned over to Main Street, the fund will grow and we can take the interest. The original documents, which were set up by Corp Counsel around 1995, will need to be looked at to determine original intent. It has been used at the Main Library for carpet and RFID projects. Library Director Prozzo suggested renaming it the Second Century Fund. Marie O'Brien is in favor of this. Director O'Neill stressed the importance of making sure the money stays out of the General Fund. Library Director Prozzo discussed her extensive research on several non-profit fundraising software options like Little Green Light and Qgiv, as well as user-friendly payment methods like Pivotpay and the more familiar PayPal, which is easy to set up and simple to use. There are benefits to software that generates data and thank-you notes to donors. We've been asked to wait until the Comptroller looks into using a donate button more

broadly throughout the city to include other departments. If that happens, the library will not have to cover the complete cost of the software. Chairperson Carpenter suggested that the Finance Committee meet to further discuss the various options. This informational meeting will be held at 5:30 p.m. on Monday, July 1, 2024 just prior to the Library Board meeting.

- b. Mileage Marker: Assistant Library Director Stanton reported that Frances Coan is holding onto the mileage marker for now until a determination is made about whether he has the ability to donate this item to the library. No one at DOT will sign off on this. The mayor will contact the governor.
- c. Manross HVAC Project: Richard "Rick" Brayall from Air Temp sent us an updated quote dated May 20, 2024 for \$82,000. The original quote was for \$78,000. He needs to retrofit all 14 perimeter units even though Sav-Mor had updated some of them in the past. Frederick Manross Trust Fund money has been used for other building projects, including paving, elevator, and restroom upgrades. There is \$880,000 available from interest earned.

Director Frenette MOVED to approve the use of Frederick Manross Trust Fund money to pay Air Temp \$82,000 to complete the HVAC perimeter units project at the Manross Library. Seconded by Director O'Neill. All in favor. None opposed. Motion passed.

The next big project will be replacing leaky windows at Manross. This will come out of the city's Building Department budget.

Item 7- New Business

- a. Social Media Policy: Director Salvatore sent an email to the Library Board with a draft of the proposed Social Media Policy prepared by Assistant Library Director Scott Stanton in accordance with ALA guidelines. Please review it and email any questions, comments, or revisions. Be sure to copy everyone. The Policy Committee will hold an informational meeting on Monday, July 1, 2024 at 5:30 p.m. just prior to the Library Board Meeting. This will be a joint meeting with the Finance Committee. No votes will be taken. The social media accounts are currently monitored by the Director, Assistant Director, Computer Lab Supervisor, Supervisor of Children's Services, and Supervisor of Branch Services.

Item 8- Adjournment

There being no further business, **Director Jakubowski made a MOTION to adjourn the meeting at 7:35 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.

	May 2024			May 2023								
	Bristol Main	Manross	System Total	Bristol Main	Manross	System Total	inc/dec	percent				
Circulation												
Adult	6,396	2,438	8,834	7,137	2,409	9,546	-712	-7%				
Juvenile	6,627	1,265	7,892	7,373	1,040	8,413	-521	-6%				
Young Adult	481	137	618	544	92	636	-18	-3%				
Other	2	0	2	6	3	9	-7					
Total	13,506	3,840	17,346	15,060	3,544	18,604	-1258	-7%				
E-Books/Magazines	1,511		1,511	1,177		1,177	334	28%				
Downloadables	1,086		1,086	851		851	235	28%				
Hoopla	1,263		1,263	940		940	323	34%				
Grand Total	17,366		21,206	18,028		21,572	-366	-2%				
# of questions	1,954	504	2,458	1,878	475	2,353	105	4%				
Internet Usage	1,097	330	1,427	1,093	240	1,333	94	7%				
Database Usage	2,710		2,710	1,952		1,952	758	39%				
Interlibrary Loans												
BPL as Borrower	768	298	1,066	775	250	1,025	41	4%				
BPL as Lender	1,489	332	1,821	1,488	231	1,719	102	6%				
Bristol Room												
# of persons	31		31	46		46	-15	-33%				
# of items	146		146	158		158	-12	-8%				
Tech. Serv.												
Items Cataloged												
Adult	225	91	316	346	286	632	-316	-50%				
Juvenile	351	27	378	234	59	293	85	29%				
Total	576	118	694	580	345	925	-231	-25%				
Items Withdrawn	457		457	1,452		1,452	-995	-69%				
Programs												
# of Programs												
Adult	10	12	22	17	11	28	-6	-21%				
Juvenile	22	11	33	24	8	32	1	3%				
Young Adult	15	1	16	11	0	11	5	45%				
Total	47	24	71	52	19	71	0	0%				
# in Attendance												
Adult	248	224	472	294	70	364	108	30%				
Juvenile	2,589	778	3,367	2,445	614	3,059	308	10%				
Young Adult	607	110	717	86	0	86	631	734%				
Total	3,444	1,112	4,556	2,825	684	3,509	1047	30%				
Registrations												
Adult	89			95								
Children's/YA	26			31								
Total	115	45	160	126	19	145	15	10%				
Patron Visits*	8,947	3,111	12,058	9,617	2,801	12,418	-360	-3%				
Meeting Room												
Bookings	34	10	44	56		56	-12	-21%				
Attendance	601	108	709	696		696	13	2%				
Computer Lab	Phone/Email	In-Person		Phone/Email	In-Person	Total						
	20	90	110	10	106	116	-6	-5%				
WiFi Sessions			14,010			6,378	7632	120%				
Website Visits	40,392		40,392	N/A								

CITY OF BRISTOL

LIBRARY REVENUE



FOR 2024 13

JOURNAL DETAIL 2024 1 TO 2024 13

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE		PCT USED
001	GENERAL FUND						BUDGET	BUDGET	
0016010 MAIN LIBRARY									
0016010	421001 LIBRARY FINES	-2,000	0	-2,000	-4,285.20	.00	2,285.20	214.3%	
2024/01/000241	07/31/2023 GCR	-207.42 REF AB				240473	7/10 LIBRARY		
2024/02/000133	08/16/2023 GCR	-246.19 REF AB				240562	8/1 LIBRARY		
2024/03/000184	09/20/2023 GCR	-567.56 REF AB				240797	9/6 LIBRARY		
2024/04/000097	10/11/2023 GCR	-169.29 REF AB				241012	10/3 LIBRARY		
2024/05/000093	11/08/2023 GCR	-580.11 REF AB				241242	11/2 LIBRARY		
2024/06/000255	12/15/2023 GCR	-157.97 REF AB				241511	12/11 LIBRARY		
2024/07/000151	01/10/2024 GCR	-176.13 REF AB				241719	1/4 LIBRARY		
2024/08/000145	02/07/2024 GCR	-573.68 REF AB				241977	2/2 LIBRARY		
2024/09/000100	03/07/2024 GCR	-334.67 REF AB				242236	3/4 LIBRARY		
2024/10/000265	04/18/2024 GCR	-195.95 REF AB				242562	4/8 LIBRARY		
2024/11/000227	05/10/2024 GCR	-1,044.25 REF AB				242777	5/2 LIBRARY		
2024/12/000361	06/18/2024 GCR	-31.98 REF AB				243096	6/11 LIBRARY		
0016010	432022 CONNECTICARD - L	0	-1,442	-1,442	-1,442.00	.00	.00	100.0%	
2024/10/000385	04/23/2024 GCR	-1,442.00 REF AB				242667	4/13 COMPTROLLER		
0016010	450102 COPIER CHARGES	-8,000	0	-8,000	-16,743.54	.00	8,743.54	209.3%	
2024/01/000241	07/31/2023 GCR	-589.26 REF AB				240473	7/10 LIBRARY		
2024/02/000133	08/16/2023 GCR	-1,385.99 REF AB				240562	8/1 LIBRARY		
2024/03/000184	09/20/2023 GCR	-1,465.93 REF AB				240797	9/6 LIBRARY		
2024/04/000097	10/11/2023 GCR	-1,320.48 REF AB				241012	10/3 LIBRARY		
2024/05/000093	11/08/2023 GCR	-1,490.97 REF AB				241242	11/2 LIBRARY		
2024/06/000255	12/15/2023 GCR	-1,488.56 REF AB				241511	12/11 LIBRARY		
2024/07/000151	01/10/2024 GCR	-1,222.28 REF AB				241719	1/4 LIBRARY		
2024/08/000145	02/07/2024 GCR	-1,779.06 REF AB				241977	2/2 LIBRARY		
2024/09/000100	03/07/2024 GCR	-1,337.88 REF AB				242236	3/4 LIBRARY		
2024/10/000265	04/18/2024 GCR	-1,564.20 REF AB				242562	4/8 LIBRARY		
2024/11/000227	05/10/2024 GCR	-1,700.57 REF AB				242777	5/2 LIBRARY		
2024/12/000361	06/18/2024 GCR	-1,398.36 REF AB				243096	6/11 LIBRARY		
0016010	450313 LIBRARY RENTALS	-2,000	0	-2,000	-2,220.00	.00	220.00	111.0%	
2024/01/000241	07/31/2023 GCR	-105.00 REF AB				240473	7/10 LIBRARY		
2024/02/000133	08/16/2023 GCR	-400.00 REF AB				240797	9/6 LIBRARY		
2024/03/000184	09/20/2023 GCR	-80.00 REF AB				241012	10/3 LIBRARY		
2024/04/000097	10/11/2023 GCR	-500.00 REF AB				241242	11/2 LIBRARY		
2024/05/000093	11/08/2023 GCR	-490.00 REF AB				241511	12/11 LIBRARY		
2024/06/000255	12/15/2023 GCR	-300.00 REF AB				241719	1/4 LIBRARY		
2024/07/000151	01/10/2024 GCR	-25.00 REF AB				242236	3/4 LIBRARY		
2024/08/000145	02/07/2024 GCR	-55.00 REF AB				242562	4/8 LIBRARY		
2024/09/000100	03/07/2024 GCR	-60.00 REF AB				242777	5/2 LIBRARY		
2024/10/000265	04/18/2024 GCR								
2024/11/000227	05/10/2024 GCR								

CITY OF BRISTOL

LIBRARY REVENUE



FOR 2024 13 JOURNAL DETAIL 2024 1 TO 2024 13									
ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE		PCT USED
001	GENERAL FUND						BUDGET	BUDGET	
0016010 450313 LIBRARY RENTALS		-205.00				243096 6/11 LIBRARY			
2024/12/000361 06/18/2024 GCR									
TOTAL MAIN LIBRARY		-12,000	-1,442	-13,442	-24,690.74	.00	11,248.74	183.7%	
TOTAL GENERAL FUND		-12,000	-1,442	-13,442	-24,690.74	.00	11,248.74	183.7%	
TOTAL REVENUES		-12,000	-1,442	-13,442	-24,690.74	.00	11,248.74		

CITY OF BRISTOL

MAIN LIBRARY



FOR 2024 13

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
001	GENERAL FUND	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
0016010 MAIN LIBRARY								
0016010 514000	REGULAR WAGES	1,514,855	0	1,514,855	1,364,331.93	.00	150,523.07	90.1%
0016010 515100	OVERTIME WAGES &	55,000	-3,335	51,665	50,461.38	.00	1,203.62	97.7%
0016010 515200	PARTTIME WAGES &	55,000	835	55,835	53,374.66	.00	2,460.34	95.6%
0016010 517000	OTHER WAGES	4,820	2,500	7,320	7,037.19	.00	282.81	96.1%
0016010 531000	PROFESSIONAL FEE	85,000	1,689	86,689	82,268.25	3,791.30	629.65	99.3%
0016010 541000	PUBLIC UTILITIES	90,000	0	90,000	26,625.66	54,713.30	8,661.04	90.4%
0016010 541100	WATER & SEWER CH	3,500	1,016	4,516	2,484.46	1,015.54	1,016.12	77.5%
0016010 542140	REFUSE	200	0	200	25.00	.00	175.00	12.5%
0016010 543000	REPAIRS & MAINT	38,000	679	38,679	30,627.55	5,124.72	2,927.13	92.4%
0016010 544000	RENTS & LEASES	7,200	0	7,200	7,415.00	.00	.00	100.0%
0016010 533000	TELEPHONE	4,000	650	7,850	7,840.65	9.35	.00	100.0%
0016010 533100	POSTAGE	4,000	-719	3,281	1,684.32	815.68	781.28	76.2%
0016010 534000	TRAVEL REIMBURSE	5,000	0	5,000	198.36	.00	201.64	49.6%
0016010 555000	PRINTING & BINDI	7,000	1,200	6,200	5,508.71	691.29	.00	100.0%
0016010 561400	MAINT SUPPLIES &	130,000	184	7,184	7,116.54	182.87	-115.56	101.6%
0016010 561800	PROGRAM SUPPLIES	31,250	3,656	133,656	109,962.50	13,174.23	10,519.58	92.1%
0016010 562200	NATURAL GAS	1,500	4,618	35,868	15,003.43	16,246.57	4,618.03	87.1%
0016010 562600	MOTOR FUELS	1,500	800	1,700	960.23	.00	739.77	56.5%
0016010 569000	OFFICE SUPPLIES	1,500	0	1,500	1,498.58	1.42	.00	100.0%
0016010 581135	SCHOOLING & EDUC	2,280	0	2,280	238.00	.00	42.00	85.0%
TOTAL MAIN LIBRARY		2,034,320	13,774	2,048,094	1,767,662.40	95,766.27	184,665.52	91.0%
TOTAL GENERAL FUND		2,034,320	13,774	2,048,094	1,767,662.40	95,766.27	184,665.52	91.0%
TOTAL EXPENSES		2,034,320	13,774	2,048,094	1,767,662.40	95,766.27	184,665.52	

CITY OF BRISTOL

CHILDREN'S LIBRARY



FOR 2024 13									
ACCOUNTS FOR:									
001	GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0016011 CHILDREN'S LIBRARY									
0016011	531000 PROFESSIONAL FEE	7,000	0	7,000	6,872.00	.00	128.00	98.2%	
0016011	561800 PROGRAM SUPPLIES	52,000	2,495	54,495	40,052.80	7,915.61	6,526.46	88.0%	
	TOTAL CHILDREN'S LIBRARY	59,000	2,495	61,495	46,924.80	7,915.61	6,654.46	89.2%	
	TOTAL GENERAL FUND	59,000	2,495	61,495	46,924.80	7,915.61	6,654.46	89.2%	
	TOTAL EXPENSES	59,000	2,495	61,495	46,924.80	7,915.61	6,654.46		

CITY OF BRISTOL

MANROSS LIBRARY



FOR 2024 13

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
001	GENERAL FUND	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
0016012 MANROSS LIBRARY								
0016012 514000	REGULAR WAGES	240,140	0	240,140	213,198.07	.00	26,941.93	88.8%
0016012 515100	OVERTIME WAGES &	6,000	0	6,000	5,351.84	.00	648.16	89.2%
0016012 515200	PARTTIME WAGES &	65,000	0	65,000	62,480.05	.00	2,519.95	96.1%
0016012 531000	PROFESSIONAL FEE	21,000	0	21,000	20,014.60	985.40	.00	100.0%
0016012 541000	PUBLIC UTILITIES	24,000	5,026	29,026	17,701.65	4,844.03	6,480.03	77.7%
0016012 541100	WATER & SEWER CH	500	100	600	530.42	.00	69.58	88.4%
0016012 543000	REPAIRS & MAINT	7,000	0	7,000	6,075.50	220.35	704.15	89.9%
0016012 561400	MAINT SUPPLIES &	1,500	0	1,500	1,173.97	315.95	10.08	99.3%
0016012 561800	PROGRAM SUPPLIES	50,000	2,610	52,610	45,193.31	2,071.24	5,345.93	89.8%
0016012 562200	NATURAL GAS	13,750	759	14,509	8,294.07	5,455.93	758.84	94.8%
0016012 589100	MANRS MISCELLANEO	0	86,151	86,151	45,859.20	1,695.00	38,596.80	55.2%
TOTAL MANROSS LIBRARY		428,890	94,646	523,536	425,872.68	15,587.90	82,075.45	84.3%
TOTAL GENERAL FUND		428,890	94,646	523,536	425,872.68	15,587.90	82,075.45	84.3%
TOTAL EXPENSES		428,890	94,646	523,536	425,872.68	15,587.90	82,075.45	

CITY OF BRISTOL

MANROSS TRUST

FOR 2024 13

JOURNAL DETAIL 2024 1 TO 2024 13

ACCOUNTS FOR: 001 GENERAL FUND

ORIGINAL APPROP TRANSFER/ADJUSTMENTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

0016012 MANROSS LIBRARY

0016012 589100 MANRS MISCELLANEO

2024/01/000099	07/12/2023	API	2,625.00	VND	035224	VCH	86,151	45,859.20	1,695.00	38,596.80	55.2%	509050
2024/02/000055	08/04/2023	API	225.00	VND	007217	VCH						509645
2024/02/000249	08/24/2023	API	1,000.00	VND	019716	VCH						510252
2024/03/000064	09/07/2023	API	731.96	VND	032219	VCH						510683
2024/04/000081	10/05/2023	API	4,000.00	VND	028831	VCH						511577
2024/05/000165	11/14/2023	API	1,040.00	VND	013265	VCH						512923
2024/06/000107	12/07/2023	API	2,156.75	VND	031441	VCH						513585
2024/06/000242	12/14/2023	API	349.00	VND	032219	VCH						513842
2024/06/000414	12/26/2023	API	2,915.00	VND	038724	VCH						514175
2024/07/000136	01/08/2024	API	115.99	VND	002451	VCH						514436
2024/07/000138	01/09/2024	API	55.99	VND	032219	VCH						514494
2024/07/000138	01/09/2024	API	184.29	VND	032219	VCH						514494
2024/07/000138	01/09/2024	API	650.00	VND	038968	VCH						514501
2024/07/000196	01/11/2024	API	8,000.00	VND	028831	VCH						514647
2024/07/000259	01/12/2024	API	2,218.64	VND	031441	VCH						514752
2024/07/000429	01/24/2024	API	1,223.24	VND	038993	VCH						515015
2024/08/000216	02/06/2024	API	225.00	VND	039007	VCH						515437
2024/08/000234	02/08/2024	API	2,568.27	VND	031441	VCH						515510
2024/08/000586	02/22/2024	API	300.00	VND	037639	VCH						515970
2024/08/000586	02/22/2024	API	140.00	VND	030451	VCH						515976
2024/08/000620	02/26/2024	API	150.00	VND	030451	VCH						515979
2024/09/000071	03/05/2024	API	2,437.91	VND	031441	VCH						516265
2024/09/000270	03/15/2024	API	299.00	VND	031891	VCH						516617
2024/10/000088	04/04/2024	API	2,625.00	VND	035224	VCH						516626
2024/10/000124	04/09/2024	API	986.45	VND	032219	VCH						517172
2024/10/000379	04/22/2024	API	350.00	VND	038091	VCH						517259
2024/11/000209	05/08/2024	API	2,737.72	VND	031441	VCH						517259
2024/11/000371	05/15/2024	API	140.00	VND	002451	VCH						517624
2024/11/000371	05/15/2024	API	49.99	VND	038304	VCH						518166
2024/12/000108	06/03/2024	API	4,055.00	VND	030427	VCH						518411
2024/12/000108	06/03/2024	API	525.00	VND	039248	VCH						518424
2024/12/000108	06/03/2024	API	300.00	VND	031833	VCH						518969
2024/12/000111	06/05/2024	API	200.00	VND	039137	VCH						
2024/12/000111	06/05/2024	API	495.00	VND	006259	VCH						
2024/12/000175	06/11/2024	APM	-200.00	VND	039137	VCH						
2024/12/000176	06/11/2024	APM	-495.00	VND	006259	VCH						
2024/12/000309	06/13/2024	API	479.99	VND	030288	VCH						519232

TOTAL MANROSS LIBRARY

86,151 45,859.20 1,695.00 38,596.80 55.2%

CITY OF BRISTOL

LIBRARY TRUSTS



FOR 2024 13

JOURNAL DETAIL 2024 1 TO 2024 13

ACCOUNTS FOR:		ORIGINAL		TRANSFERS/		REVISED		YTD EXPENDED		ENCUMBRANCES		AVAILABLE		PCT	
001	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	BUDGET	EXPENDED	EXPENDED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	USED	USED
0016014 LIBRARY TRUSTS															
0016014	561800	PROGRAM SUPPLIES		31,060	25,914	56,974	26,765.34	7,557.22	22,651.44		60.2%				
2024/01/000053	07/06/2023	API		3,297.00	VND 000664	VCH	EBSCO INFORMATION S	LEARNING EXPRESS	LIBRARY DATAB		508559				
2024/01/000205	07/27/2023	API		2,000.00	VND 024228	VCH	OVERDRIVE, INC.	UNIVERSAL CLASS	SUBSCRIPTION R		509447				
2024/02/000028	08/01/2023	API		1,400.00	VND 007436	VCH	VALUE LINE PUBLISHIN	VALUE LINE	SUBSCRIPTION RENEWA		509577				
2024/02/000055	08/04/2023	API		375.31	VND 001634	VCH	MATTHEW BENDER & CO	LEXIS NEXIS - CT	LABOR & EMPLO		509641				
2024/02/000074	08/07/2023	API		1,192.53	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		509714				
2024/02/000177	08/16/2023	API		450.00	VND 013265	VCH	CONNECTICUT LIBRARY	JOB NOW PUBLIC	LIBRARY SUBSCRI		509989				
2024/02/000303	08/29/2023	API		1,260.00	VND 002185	VCH	DOW JONES & COMPANY	WALL STREET JOURNAL	ONLINE SUB		510346				
2024/03/000064	09/07/2023	API		764.19	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		510689				
2024/04/000081	10/05/2023	API		616.92	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		511590				
2024/05/000263	11/20/2023	API		375.31	VND 001634	VCH	MATTHEW BENDER & CO	LEXIS NEXIS CT	LABOR & EMPLOYM		513086				
2024/06/000140	12/11/2023	API		570.49	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		513737				
2024/07/000094	01/03/2024	API		267.75	VND 033265	VCH	CONNECTICUT LIBRARY	DATA AXLE DIRECTORY	BRISTOL ED		514411				
2024/07/000094	01/03/2024	API		500.00	VND 033625	VCH	WORLD TRADE PRESS	A TO Z WORLD FOOD	& TRAVEL SUB		514424				
2024/07/000170	01/09/2024	API		582.58	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		514608				
2024/08/000216	02/06/2024	API		1,065.39	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		515431				
2024/08/000254	02/08/2024	API		2,237.00	VND 000664	VCH	EBSCO INFORMATION S	SMALL ENGINE REPAIR	& AUTO REP		515484				
2024/08/000368	02/09/2024	API		3,580.19	VND 019212	VCH	PROQUEST-CSA LLC	ANCESTRY & FOLD 3	LIBRARY EDIT		515497				
2024/09/000039	03/01/2024	API		1,260.00	VND 038199	VCH	TRANSPARENT LANGUAGE	TRANSPARENT LANGUAGE	& KIDSPEA		515665				
2024/09/000071	03/05/2024	API		293.61	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		516192				
2024/10/000211	04/15/2024	API		961.99	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		516271				
2024/10/000371	05/15/2024	API		520.73	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		517365				
2024/11/000811	05/29/2024	API		722.47	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		518418				
2024/12/000250	06/11/2024	API		1,320.00	VND 002185	VCH	DOW JONES & COMPANY	THE WALL STREET JOURNAL	DIGITA		518766				
				1,151.88	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK	PURCHASES		519188				
0016014	589100	MAIN LIB MISCEL		4,630	961	5,591	744.03	.00	4,846.97		13.3%				
2024/11/000074	05/02/2024	API		581.86	VND 032219	VCH	AMAZON.COM	CREALITY K1C 3D	PRINTER FOR CO		517990				
2024/11/000209	05/08/2024	API		162.17	VND 032219	VCH	AMAZON.COM	ACRYLIC SHEETS -	BLACK & GOLD		518164				
TOTAL LIBRARY TRUSTS				35,690	26,875	62,565	27,509.37	7,557.22	27,498.41		56.0%				
TOTAL GENERAL FUND				35,690	26,875	62,565	27,509.37	7,557.22	27,498.41		56.0%				
TOTAL EXPENSES				35,690	26,875	62,565	27,509.37	7,557.22	27,498.41						