

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JULY 1, 2024

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

ATTENDEES: Valina Carpenter, Eric Frenette, Thomas Jensen, Elizabeth Kanachovski, Andrea Kapchensky, Kimberly Ploszaj, Pina Salvatore, and City Council Liaison Sebastian Panioto.
Library Director Deborah Prozzo and Recording Secretary Ruth Vontell.

Absent: Nicholas Jakubowski and Barbara O'Neill.
Assistant Library Director Scott Stanton.

Item 1- Call to Order

Chairperson Carpenter called the meeting to order at 6:31 p.m.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Salvatore MOVED to approve the minutes of the June 3, 2024 Regular Meeting. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

Item 4- Communications

None.

Item 5- Reports and Committee Reports

a. Finance Committee

- (1) Vote to accept or reinvest quarterly distributions from Main Street Community Foundation.

Director Kapchensky MOVED to accept the Bristol Libraries Fund 3rd quarterly 2024 distribution of \$1,157.50. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.

Director Ploszaj MOVED to accept the Samuel Goodsell Library Fund 3rd quarterly 2024 distribution of \$7,765.00. Seconded by Director Jensen. All in favor. None opposed. Motion passed.

Director Kanachovski MOVED to accept the Manross Memorial Library Fund 3rd quarterly 2024 distribution of \$27,090.00. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.

Discussion followed regarding the many and various uses of Manross Trust Fund money this past fiscal year, including the Author Luncheon.

Chairperson Carpenter provided a summary of the Finance Committee's Informational Meeting which was held just prior to this Library Board meeting.

There are pros and cons to keeping the Centennial Fund with the city where we have easy access to the money or moving it to Main Street Community Foundation where the returns would be higher but we could only access the interest via periodic distributions. Library Director Prozzo gave a brief history of the Centennial Fund which dates back to February 1992. It was established on September 11, 1995. Attorney Edward Krawiecki did the paperwork. The Library Board was given full responsibility for managing the fund, including investing the money and reporting the interest earned to the Comptroller. Board of Finance Liaison Marie O'Brien and Library Director Prozzo have discussed renaming it the Second Century Fund and growing it through fundraising. The original intent of the Centennial Fund was for use at the Main Library. For example, the money paid for the RFID project about 10 years ago. Discussion followed regarding the possibility of splitting the Centennial Fund between the city and Main Street Community Foundation.

The Finance Committee also discussed putting a donate button on the library website which would link directly to Main Street Community Foundation. Susan Sadecki has suggested linking it to the Bristol Libraries Fund which is the smallest one, needs to grow, and has the widest use. Library Director Prozzo recommended having a second donate button which would link to the Centennial Fund. Descriptions of each fund would appear on the library website next to the buttons.

At the Library Board's request, Library Director Prozzo will ask the Comptroller some clarifying questions. There is no Library Board meeting in August, so she will have answers ready for the September meeting.

b. Property Committee

No Report.

c. Policy Committee

No Report.

Director Salvatore explained that the Policy Committee was unable to meet with Assistant Library Director Stanton on June 17th to discuss the Social Media Policy. This meeting will need to be rescheduled before the September Library Board meeting.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) May 2024 statistical highlights:

- E-books/Magazines increased by 28%
- Hoopla usage increased by 34%
- Overall circulation decreased by 2%
- Number of questions answered by staff increased by 4%
- Internet usage increased by 7%
- Database usage increased by 39%
- Wi-Fi sessions numbered 14,010 which is amazing. People use the wi-fi both in the building and in the parking lot.
- We've had a large number of sign-ups for Summer Reading.
- On average we serve 140-170 lunches per day. We served over 200 more lunches during the 1st week of summer reading than we did last year.
- We missed some foot traffic because the gates were down for 3 days during a software update. We've had issues with our 10-year-old technology, but have a patch.

2) Year-to-Date Budget Report: Fiscal Year '24 ended very strong; however, the budget is not closed yet. We still have invoices coming in and may need to utilize "direct pay." We will be wrapping up FY24 for a few more weeks even though we are officially in FY25 now.

- **183.7% @ Library Revenue:** All areas are higher than expected. The copier charges are reasonable so people utilize the service.
- **91.0% @ Main Library:** We will bring a carryover request to the Board of Finance for program supplies. With subscriptions, we don't want a lapse in service from one fiscal year to the next. Because of the solar program, we used only a small fraction of what we budgeted for public utilities. The city will see a substantial return from the library.
- **89.2% @ Children's Library**
- **84.3% @ Manross Library**
- **56.0% @ Library Trust Funds:** Goodsell money was used to purchase nonfiction books and reference resources both online and in print. Main Library Trust money was used to buy a new 3-D printer and materials for the computer lab.

- **55.2% @ Manross Trust:** The detail report shows all the items purchased this fiscal year with Manross Miscellaneous funds, including wonderful programs, Hoopla, keys, a lawn mower, etc.

3) **Staff News:** Interviews were held for the vacant children's assistant position. An offer was made but the candidate turned it down. Our summer intern interviewed for the position and we are waiting to hear news from Human Resources.

Last Friday, Talyn Estores accepted a position in the IT Department at City Hall. The circulation clerk position will be posted.

4) **Outreach:** It was a big, successful outreach weekend. We had two teams out in the community on Saturday. One group was at the Farmers' Market where 182 people stopped by the library booth to chat, 33 signed up for summer reading, 8 new library cards were issued, and 23 library cards were renewed. The second group was at BAIMS on the Boulevard for Family Fun Day where over 200 children visited the library booth.

5) **Author Luncheon 2024 Update:** The Author Reveal is scheduled for Monday, July 15th at the Main Library. The Author Luncheon will be held on Thursday, October 10th. Tickets go on sale Thursday, August 1st. The cost is \$37.00, which includes a plated lunch in the ballroom at the DoubleTree Hotel.

f. City Council Liaison Report

No Report.

City Council Liaison Sebastian Panioto is getting the word out about the July 15th Author Reveal and free lunches this summer in the Children's Department.

g. Friends of the Library

Director Salvatore reported the following:

The mini book sales in the lobbies of both libraries are over. Rose Ann Chatfield said they were very successful.

The Friends of the Library will be attending several Farmers' Markets along with library staff. They will give away activity booklets to children and hold a raffle.

The Friends are sponsoring the Family Art Nights in memory of Jayne Bogucki. The programs are held on Tuesday evenings at 6:00 p.m. from June 25th through August 6th in the Children's Dept.

During the month of July, yellow-stickered books in the Friends' Café are being sold at half-price. Director Kanachovski inquired about the use of the café. Rose Ann is happy with the sales of both books and beverages.

h. Community Outreach Committee Report

No Report.

Item 6- Old Business

- a. Library Director Prozzo gave an update on the HVAC project at Manross. Although the Library Board voted to approve the \$82,000 expenditure, Roger Rousseau decided that the project needed to go out to bid. Air Temp came in with the low bid at \$84,880.00 which is more than \$2,000.00 over the originally approved amount.

Director Frenette MOVED to approve taking an additional \$2,880.00 out of the Frederick Manross Trust Fund account to pay for the HVAC project at Manross. Seconded by Director Jensen. All in favor. None opposed. Motion passed.

Chairperson Carpenter questioned the need to go out to bid and inquired about the guidelines, circumstances, and reasons for it.

- b. The lactation pod was delivered and installed in the back of the children's story time room. The staff member it was intended for is not using it so it's being made available to the public. It is soundproof and has a fan. The pod will be promoted at the Breastfeeding Awareness event on August 6th. This option is good for our community, especially for those who attend our baby programs and have had to use the Supervisor of Children's Service's office in the past.

Item 7- New Business

None.

Item 8- Adjournment

There being no further business, Director Frenette made a MOTION to adjourn the meeting at 7:30 p.m. Seconded by Director Kanachovski. All present voted in favor and the meeting adjourned.

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.

	June 2024			June 2023				
	Bristol Main	Manross	System Total	Bristol Main	Manross	System Total	inc/dec	percent
Circulation								
Adult	6,680	2,568	9,248	7,507	2,370	9,877	-629	-6%
Juvenile	7,918	1,449	9,367	9,716	1,025	10,741	-1374	-13%
Young Adult	585	122	707	670	80	750	-43	-6%
Other	1	0	1	5	0	5	-4	-80%
Total	15,184	4,139	19,323	17,898	3,475	21,373	-2050	-10%
E-Books/Magazines	1,397		1,397	1,332		1,332	65	5%
Downloadables	1,050		1,050	910		910	140	15%
Hoopla	1,384		1,384	877		877	507	58%
Grand Total	19,015	4,139	23,154	21,017	3,475	24,492	-1338	-5%
# of questions	1,943	606	2,549	1,770	693	2,463	86	3%
Internet Usage	1,100	277	1,377	1,146	319	1,465	-88	-6%
Database Usage*	3,284		3,284	2,067		2,067	1217	59%
Interlibrary								
Loans								
BPL as Borrower	753	266	1,019	840	242	1,082	-63	-6%
BPL as Lender	1,457	306	1,763	1,482	380	1,862	-99	-5%
Bristol Room								
# of persons	36		36	33		33	3	9%
# of items	59		59	86		86	-27	-31%
Tech. Serv.								
Items Cataloged								
Adult	328	115	443	319	199	518	-75	-14%
Juvenile	186	42	228	132	35	167	61	37%
Total	514	157	671	451	234	685	-14	-2%
Items Withdrawn	531		531	692		692	-161	-23%
Programs								
# of Programs								
Adult	16	16	32	15	11	26	6	23%
Juvenile	25	14	39	26	14	40	-1	-3%
Young Adult	18	0	18	10	2	12	6	50%
Total	59	30	89	51	27	78	11	14%
# in Attendance								
Adult	493	160	653	447	90	537	116	22%
Juvenile	4,442	1,584	6,026	4,232	1,207	5,439	587	11%
Young Adult	856	0	856	104	19	123	733	596%
Total	5,791	1,744	7,535	4,783	1,316	6,099	1436	24%
Registrations								
Adult	132			108				
Children's/YA	85			88				
Total	217	23	240	196	41	237	3	1%
Patron Visits	12,167	3,157	15,324	11,886	3,130	15,016	308	2%
Meeting Room								
Bookings	29	8	37	51	14	65	-28	-43%
Attendance	495	44	539	757	114	871	-332	-38%
Computer Lab	Phone/Email	In-Person	Total	Phone/Email	In-Person	Total		
	32	84	116	37	114	151	-35	-23%
WiFi Sessions	13,822		13,822	6,329		6,329	7493	118%
Website Visits	45,025		45,025	N/A				
*includes Kanopy								

STATISTICS

	July 2024			July 2023				
	Bristol Main	Manross	System	Bristol Main	Manross	System	inc/dec	percent
Circulation								
Adult	7,934	2,825	10,759	7,970	2,625	10,595	164	2%
Juvenile	10,840	1,596	12,436	11,791	1,248	13,039	-603	-5%
Young Adult	803	125	928	826	95	921	7	1%
Other	3	0	3	3	0	3	0	0%
Total	19,580	4,546	24,126	20,590	3,968	24,558	-432	-2%
E-Books/Magazines	1,391		1,391	1,424		1,424	-33	-2%
Downloadables	1,073		1,073	888		888	185	21%
Hoopla/Kanopy	1,590		1,590	928		928	662	71%
Grand Total	23,634		28,180	23,830	4,317	28,147	33	0%
# of questions	2,163	573	2,736	1,718	502	2,220	516	23%
Internet Usage	1,312	371	1,683	1,114	258	1,372	311	23%
Database Usage	2,277		2,277	2,804		2,804	-527	-19%
Interlibrary								
Loans								
BPL as Borrower	935	361	1,296	872	281	1,153	143	12%
BPL as Lender	1,661	396	2,057	1,488	377	1,865	192	10%
Bristol Room								
# of persons	74		74	36		36	38	106%
# of items	170		170	94		94	76	81%
Tech. Serv.								
Items Cataloged								
Adult	358	77	435	347	72	419	16	4%
Juvenile	180	73	253	289	22	311	-58	-19%
Total	538	150	688	636	94	730	-42	-6%
Items Withdrawn	896		896	458		458	438	96%
Programs								
# of Programs								
Adult	17	13	30	16	13	29	1	3%
Juvenile	54	14	68	64	14	78	-10	-13%
Young Adult	21	1	22	19	1	20	2	10%
Total	92	28	120	99	28	127	-7	-6%
# in Attendance								
Adult	673	154	827	311	147	458	369	81%
Juvenile	5,580	189	5,769	3,821	96	3,917	1852	47%
Young Adult	425	30	455	181	13	194	261	135%
Total	6,678	373	7,051	4,313	256	4,569	2482	54%
Patron Registrations								
Adult	145			110				
Children's/YA	86			63				
Total	231	43	274	173	18	191	83	43%
Patron Visits	14,475	3,355	17,830	12,871	3,013	15,884	1946	12%
Meeting Room								
Bookings	32	4	36	35	8	43	-7	-16%
Attendance	365	17	382	495	38	533	-151	-28%
Computer Lab	Phone/Email	In-Person	Total	Phone/Email	In-Person	Total		
	39	96	135	47	108	155	-20	-13%
WiFi Sessions	15,084		15,084	6,704		6,704	8380	125%
Website Visits	54,624		54,624	45,199		45,199	9425	21%

CITY OF BRISTOL



REVENUE

JOURNAL DETAIL 2025 1 TO 2025 13									
ACCOUNTS FOR: 001 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0016010 MAIN LIBRARY									
0016010 421001 LIBRARY FINES		-3,700	0	-3,700	-1,412.69	.00	-2,287.31	38.2%	
2025/01/000214 07/26/2024 GCR	-203.99 REF AB					250031 7/9 LIBRARY			
2025/02/000285 08/28/2024 GCR	-1,208.70 REF AB					250235 8/5 LIBRARY			
0016010 450102 COPIER CHARGES		-12,000	0	-12,000	-2,377.95	.00	-9,622.05	19.8%	
2025/01/000214 07/26/2024 GCR	-979.30 REF AB					250031 7/9 LIBRARY			
2025/02/000285 08/28/2024 GCR	-1,398.65 REF AB					250235 8/5 LIBRARY			
0016010 450313 LIBRARY RENTALS		-2,000	0	-2,000	-765.00	.00	-1,235.00	38.3%	
2025/01/000214 07/26/2024 GCR	-660.00 REF AB					250031 7/9 LIBRARY			
2025/02/000285 08/28/2024 GCR	-105.00 REF AB					250235 8/5 LIBRARY			
TOTAL MAIN LIBRARY		-17,700	0	-17,700	-4,555.64	.00	-13,144.36	25.7%	
TOTAL GENERAL FUND		-17,700	0	-17,700	-4,555.64	.00	-13,144.36	25.7%	
TOTAL REVENUES		-17,700	0	-17,700	-4,555.64	.00	-13,144.36		

CITY OF BRISTOL



MAIN LIBRARY

FOR 2025 13

ACCOUNTS FOR:		ORIGINAL APPROP	TRANFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE		PCT USED
001	GENERAL FUND						BUDGET	BUDGET	
0016010 MAIN LIBRARY									
0016010	514000	1,554,385	0	1,554,385	196,566.67	.00	1,357,818.33	12.6%	
0016010	515100	60,915	0	60,915	3,654.16	.00	57,260.84	6.0%	
0016010	515200	59,880	0	59,880	7,295.92	.00	52,584.08	12.2%	
0016010	517000	5,500	0	5,500	711.21	.00	4,788.79	12.9%	
0016010	531000	87,000	0	87,000	57,173.74	24,990.20	4,836.06	94.4%	
0016010	541000	85,000	0	85,000	4,233.36	80,766.64	.00	100.0%	
0016010	541100	3,500	0	3,500	.00	3,500.00	.00	100.0%	
0016010	543000	40,000	0	40,000	14,446.37	13,076.49	12,477.14	68.8%	
0016010	553000	7,500	0	7,500	1,443.46	6,056.54	.00	100.0%	
0016010	553100	3,000	0	3,000	421.08	2,578.92	.00	100.0%	
0016010	554000	400	0	400	29.74	.00	370.26	7.4%	
0016010	555000	6,000	0	6,000	548.96	5,451.04	.00	100.0%	
0016010	561400	7,000	0	7,000	1,258.26	5,805.54	-63.80	100.9%	
0016010	561800	130,000	0	130,000	7,702.42	74,935.95	47,361.63	63.6%	
0016010	562200	31,250	0	31,250	428.56	30,821.44	.00	100.0%	
0016010	569000	2,000	0	2,000	626.80	1,038.20	335.00	83.3%	
TOTAL MAIN LIBRARY		2,083,330	0	2,083,330	296,540.71	249,020.96	1,537,768.33	26.2%	
TOTAL GENERAL FUND		2,083,330	0	2,083,330	296,540.71	249,020.96	1,537,768.33	26.2%	
TOTAL EXPENSES		2,083,330	0	2,083,330	296,540.71	249,020.96	1,537,768.33		

CITY OF BRISTOL

CHILDREN'S LIBRARY



FOR 2025 13

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/ ADJSTMTS	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
001	GENERAL FUND	APPROP		BUDGET				BUDGET	USED
0016011 CHILDREN'S LIBRARY									
0016011	531000 PROFESSIONAL FEE	9,000	0	9,000	5,890.00	460.00		2,650.00	70.6%
0016011	561800 PROGRAM SUPPLIES	50,000	0	50,000	2,747.19	34,098.21		13,154.60	73.7%
TOTAL CHILDREN'S LIBRARY		59,000	0	59,000	8,637.19	34,558.21		15,804.60	73.2%
TOTAL GENERAL FUND		59,000	0	59,000	8,637.19	34,558.21		15,804.60	73.2%
TOTAL EXPENSES		59,000	0	59,000	8,637.19	34,558.21		15,804.60	

CITY OF BRISTOL

MANROSS LIBRARY



FOR 2025 13

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001	GENERAL FUND							
0016012 MANROSS LIBRARY								
0016012	514000 REGULAR WAGES	236,735	0	236,735	31,342.59	.00	205,392.41	13.2%
0016012	515100 OVERTIME WAGES &	6,715	0	6,715	282.70	.00	6,432.30	4.2%
0016012	515200 PARTTIME WAGES &	71,195	0	71,195	9,341.02	.00	61,853.98	13.1%
0016012	531000 PROFESSIONAL FEE	24,000	0	24,000	2,359.80	.00	.00	100.0%
0016012	541000 PUBLIC UTILITIES	24,000	0	24,000	6,894.81	.00	.00	100.0%
0016012	541100 WATER & SEWER CH	600	0	600	.00	.00	.00	100.0%
0016012	543000 REPAIRS & MAINT	7,000	0	7,000	2,164.30	3,739.70	1,096.00	84.3%
0016012	561400 MAINT SUPPLIES &	1,500	0	1,500	267.99	1,132.01	100.00	93.3%
0016012	561800 PROGRAM SUPPLIES	50,000	0	50,000	1,209.94	37,551.31	11,238.75	77.5%
0016012	562200 NATURAL GAS	11,500	0	11,500	174.14	11,325.86	.00	100.0%
0016012	589100 MANRS MISCELLANEO	0	0	0	8,794.63	-1,310.00	-7,484.63	100.0%
TOTAL MANROSS LIBRARY		433,245	0	433,245	62,831.92	91,784.27	278,628.81	35.7%
TOTAL GENERAL FUND		433,245	0	433,245	62,831.92	91,784.27	278,628.81	35.7%
TOTAL EXPENSES		433,245	0	433,245	62,831.92	91,784.27	278,628.81	

MANROSS LIBRARY TRUST FUND

FOR 2025 13

JOURNAL DETAIL 2025 1 TO 2025 13

ACCOUNTS FOR:		GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE		PCT USED
0001									BUDGET		
0016012 MANROSS LIBRARY											
0016012 589100 MANRS MISCELLANEO											
2025/01/000022	07/02/2024	API	250.00 VND 009754 VCH	0	0	0	8,794.63	-1,310.00	-7,484.63	100.0%	
2025/01/000022	07/02/2024	API	200.00 VND 039137 VCH		ROBERT THE GUITAR GUY 45 MINUT					519707	
2025/01/000152	07/18/2024	API	495.00 VND 006259 VCH		DEENIHAN JAMIE L B					519716	
2025/01/000210	07/23/2024	API	3,169.74 VND 013266 VCH		MAICHACK MARY JO D					520172	
2025/02/000082	08/06/2024	API	3,364.89 VND 031441 VCH		LIBRARY CONNECTION					520352	
2025/02/000090	08/09/2024	API	300.00 VND 039402 VCH		MIDWEST TAPE LLC					520754	
2025/02/000090	08/09/2024	API	300.00 VND 039403 VCH		AXELROD KAREN					520839	
2025/02/000183	08/20/2024	API	350.00 VND 039391 VCH		BELL RACHEL L					520840	
2025/02/000258	08/22/2024	API	365.00 VND 039279 VCH		CONNORS ANDREW					521118	
					MY PRODUCTIONS CT LL					521298	
					CRASH COURSE COOKING: PIZZA PR						
TOTAL MANROSS LIBRARY				0	0	0	8,794.63	-1,310.00	-7,484.63	100.0%	
TOTAL GENERAL FUND				0	0	0	8,794.63	-1,310.00	-7,484.63	100.0%	
TOTAL EXPENSES				0	0	0	8,794.63	-1,310.00	-7,484.63		

