City of Bristol
Board of Library Directors
Information to Access Meeting

https://bristolct-gov.zoom.us/j/6404782835?omn=88921997776

Meeting ID: 640 478 2835

The Regular Meeting of the Board of Library Directors will be held on Monday, November 4, 2024 at 6:30 p.m. at the Bristol Public Library, 5 High Street, Meeting Room 1, Bristol, Connecticut.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
   a. Regular Meeting - October 7, 2024
4. Communications
5. Reports and Committee Reports
   a. Finance Committee
      i. Review new "Donate" page on website and take any action as needed.
   b. Property Committee
   c. Policy Committee
      i. Review new Social Media Policy and take any action as needed.
   d. Strategic Planning Committee
   e. Library Director's Report

i. September 2024 Statistics

ii. YTD Budget 10.29.24

f. City Council Liaison Report

g. Friends of the Library

h. Community Outreach Committee Report

6. Old Business

   a. Use of the library as an emergency overnight shelter during cold weather protocol declarations.

7. New Business

   a. Thanksgiving Eve - Library closing on Wednesday, November 27, 2024 at 5:00 p.m.

8. Adjournment

PER ORDER OF THE CHAIRPERSON
Valina Carpenter

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, OCTOBER 7, 2024

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Thomas Jensen, Elizabeth Kanachovski, Andrea Kapchensky, Kimberly Ploszaj (via Zoom), Pina Salvatore, and Council Liaison Sebastian Panioto (arrived at 6:57 p.m.).
Library Director Deborah Prozzo and Assistant Library Director Scott Stanton.
Absent: Eric Frenette and Barbara O'Neill

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:32 p.m.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Salvatore MOVED to approve the minutes of the September 9, 2024 Regular Meeting with a punctuation edit (2 additional commas) to Item 4- Communications. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.

Item 4- Communications

Library Director Prozzo stated that Assistant Library Director Stanton sent out an email regarding the Connecticut Age Well Collaborative. We were selected as a featured stop on the Age Well Across Connecticut tour. The library was recognized for prioritizing inclusivity and accessibility for aging residents, people with disabilities, and those with dementia. There is a sign out in the parking circle.

We received a letter of commendation from the Department of Defense for being a top performer as a Vietnam War commemorative partner. We've participated by doing a variety of programs at the library. Scott passed around the recognition letter.

After the Agenda was posted, we received our quarterly distribution letters from Main Street Community Foundation for the Board's approval. **Director Jakubowski MOVED to add the vote on the quarterly distributions to the agenda. Seconded by Director Jensen. All in favor. None opposed. Motion passed.**

Item 5- Reports and Committee Reports

a. Finance Committee

1) Centennial Fund

If the Centennial Fund is moved to Main Street Community Foundation, we will get distributions, which will go into a city account. We will not be able to touch the principal. We will only be able to use the interest. The mayor leans toward this plan because the money will grow more, however, if the money is left with the city, we will have direct access to the full amount. There is now about $143,000 in the expenditure account and $43,877.16 in the revenue account. We brought in $259.19 in interest in July and $371.42 in interest in August. That will be added to the revenue account where it sits and earns interest. The last time we spent Centennial Fund money was for a carpet project. That came out of the expenditure account. Library Director Prozzo has not moved any revenue money over. The Board's decision about this depends on the focus of the fund. Main Street is the better choice for long-term growth, but keeping it with the city is better in the short-term for special projects. Requests for appropriations are needed to move money from the revenue account to the expenditure account and require Board of Finance approval.

Director Kanachovski MOVED to keep the Centennial Fund with the city rather than moving it to Main Street Community Foundation. Seconded by Director Kapchensky. Majority in favor. Director Jakubowski opposed. Motion passed.

2) Donate Page on Website

Library Director Prozzo recommends revitalizing the Centennial Fund via a donate button. Unfortunately, we have not had an opportunity to work on a donate button for a couple of reasons. One is that the treasurer's office has not gotten back to us yet with a preference for using PayPal or some other means. Also, there is the compliance issue with our website. We'd like to get that squared away before we add a donate button. Library Director Prozzo suggested moving this item to next month's Agenda.

3) Quarterly Distributions

Vote to accept or reinvest quarterly distributions from the three trust funds at Main Street Community Foundation.

Bristol Libraries Fund: The 2024 amount available for distribution is $4,630. **Director Kapchensky MOVED to accept the 4th quarterly distribution of $1,157.50 scheduled for October 2024. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.**

Samuel Goodsell Library Fund: The 2024 amount available for distribution is $31,060. **Director Salvatore MOVED to accept the 4th quarterly distribution of $7,765.00 scheduled for October 2024. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.**

Manross Memorial Library Fund: The 2024 amount available for distribution is $108,360. **Director Jakubowski MOVED to accept the 4th quarterly distribution of $27,090.00 scheduled for October 2024. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.**

b. Property Committee

No Report.

c. Policy Committee

Director Salvatore reported that the Policy Committee met on September 23rd. The committee members are Pina Salvatore, Barbara O'Neill, and Valina Carpenter. Andrea Kapchensky was there as well. It was just an informational meeting to review and discuss the draft of the social media policy that Assistant Library Director Scott Stanton had prepared. The next step is for Scott to incorporate some of the comments that we had and submit that to corporate counsel for review and approval. Once that happens, he will bring it back to the board for a vote, possibly in November, if everything goes according to schedule. Thank you, everyone.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) August 2024 Statistics

Highlights: Our overall circulation was down by 4%, but our online circulation was up. In particular, Hoopla and Kanopy were up by 48%. We had some increased activity in the Bristol History Room. A fully staffed Reference Department is making a difference there. Our foot traffic was up by 15%. WiFi sessions were up by 172%.

2) Year-to-Date Budget

We're still early in the fiscal year, but right now everything is trending normally. I did include for the Board's benefit the Centennial Fund interest amounts. I'll do that monthly now. I believe the Comptroller's office was going to supply those to us, but I can just as easily print them off through Munis. So, you'll see the interest and the amount in the available budget. You will see there's a year-to-date expended amount of $68,000. That was before they transferred out some incorrect interest entries. That's a correction there. It's not that we spent any money. The next page shows the Centennial Fund funds available. As I mentioned, it was $143,939.62.

Library Revenue is actually the same as last month because it had not been updated when I ran the report on October 1st. The September entries were not included. So, it will be higher than that because we did make deposits and we did have some room rentals. That will appear in the November report.

The Main Library is showing that we've spent 32% of our budget. We only have one line item that will need to be looked at a little bit down the road. We are over by $63.80 in our maintenance supplies. We are required to purchase certain supplies from certain vendors and the price went up from the time we placed the order to when it came in. So, there's a little bit of an overage, but we have sufficient funds to be able to cover that as we go through the fiscal year. Everything else is on track.

The Children's Library is at 79.1%. A lot of their budget is program supplies encumbered with our vendors like Baker and Taylor. Spending is on track.

Manross Library is at 39.8%. Everything is on track with them. The Detail Report shows what we have spent Manross Miscellaneous Trust Fund money on. This includes a variety of programs, e-books through Overdrive Advantage, our Hoopla digital, and the Author Luncheon. We will be doing some book orders before the end of the calendar year. We've got $21,000 available to use there.

Goodsell & Bristol Library Trust Fund: There is $34,928 available in Goodsell and we've got $14,731 encumbered with our Baker and Taylor vendor. The Detail Report shows what we've spent that money on so far. The Main Library Miscellaneous is the small one. The Board didn't spend any of that money last fiscal year, so we were able to carry it over. Now we're starting to get a little bit more money there that might be able to be used for a bigger project. Right now, we're at $9,476.

I would like to have a budget meeting before the November Board meeting. We've done this the past couple years. I'll be working on the budget for FY26 and would love to have some input and thoughts from the Board. I imagine it will be similar to years past - no increase. I don't have anything really out of the ordinary that I would be looking for, but I think it's worth having a discussion, and maybe just go through the various line items. It wouldn't necessarily be just the Finance Committee. Anyone interested could attend. Chairperson Carpenter suggested making this an informational meeting of the Finance Committee. It will take place at 5:30 p.m. on November 4th.

3) Library Card Sign-up Month

Library card sign-up month was in September. It was a huge success. I'd like to commend the staff, particularly the Circulation Department at the Main Library, and desk staff at Manross. We issued 235 new cards. We had a tremendous response at the Farmers' Market. Every session, we made new cards. It was an excellent opportunity to be visible in the community. A lot of people stopped by the booth. Of course, we had the Friends represented there each week. It was definitely worthwhile. We were also at the Mum Festival in the marquee tent. We saw 144 people in just a brief amount of time. We made 9 new cards there. Every opportunity has yielded some good results. Community outreach is definitely a win for the library.

4) Security Guards and Custodians

You might have noticed that we no longer have a security guard stationed up on the 1st floor. We don't have one at Manross either. Westech, the company that was providing security, went bankrupt. So, for the past month, I've been working with Roger Rousseau, the Purchasing Agent, to try to get coverage for both libraries, and it is extremely difficult. The price of security is very high. We were kind of grandfathered in with Westech. We've been with them for a long time. We decided to reduce hours to 4-hour shifts Monday through Thursday and a 4-hour shift on Saturday afternoon. You can't go lower than 4 hours per the state contract. We used to be 6 hours on a Saturday. Apparently, Arrow Security has taken over Westech accounts. I spoke directly with Jim Bernier, the representative for Arrow. He was going to reach out to the 2 security guards to see if they would be interested in coming on board with Arrow. He'd then work with Roger to become a vendor. Unfortunately, I have not heard anything and I'm getting very concerned going into the winter months. Just this afternoon, we had an individual that needed to be moved off of the property without a security guard.

We're also down a custodian. Mark Bolduc is out on extended leave. We had to move one of our night custodians to the day shift. We really are very, very short staffed at night. It's not a good place to be going into the winter months, so I'm very concerned about that situation.

Discussion followed regarding night shifts, safety, staffing, hourly rates, verbal cost quotes, police overtime, etc. Hopefully we'll have something in the works by November.

5) Website Update

As you might remember, a complaint was filed against the library by an anonymous individual in Kansas City. We had another meeting with Attorney Favazza from the U.S. Department of Education. I attended along with Scott Stanton, Attorney Conlin (City Corp Counsel), Andrea Kapchensky, and Valina Carpenter. Attorney Favazza could not provide us with a written report. We had already started looking at what we could do to make the website compliant. We immediately reached out to UserWay, which is a software company, and we did a free trial. Scott, Seth Ramos (our It staff person), and I did the demo with a representative from UserWay to see how it would work. We actually ended up purchasing the software. So now, if you go to our website, you're going to see an icon in the upper right corner. Clicking on it opens a widget that gives the user control over how they want to view the website. For example, you can select a language. There's a screen reader so if you click on text, it will be read in the language selected. The website can look different, depending on what your needs are. You can change the size of the text, the colors, the contrast, the font, etc. For example, if you have dyslexia, you can select a dyslexia-friendly font. It's got a lot of features.

With UserWay, we also have the ability to scan up to 50 pages at a time to see if they are compliant. We are looking at WCAG 2.2 compliancy with level AA. I highly recommend you take a look at it. It's very worthwhile. It's an overlay of the website. So now, our web designer, Dave at CT Web Factory, is working on a partial rebuild of the website so that the back end will be compliant, and he is going to get us to that 2.2 AA level as well. So, when we post stuff, we'll be able to see if we're compliant or not. By running the scans and using the overlay, we should be at 90% or maybe even over 100% compliant. Both pieces cost under $3,000. The quote we had to rebuild the website completely was $24,000, so this is a game changer. We will be able to gather statistics and track use of the widgets.

These types of complaints have been filed country-wide. We opted to through a full investigation rather than sign a lengthy agreement. We have not heard anything further from Attorney Favazza.

f. City Council Liaison Report

No Report.

City Council Liaison Sebastian Panioto said congratulations for receiving the national Department of Defense Award Certificate. That's great news and a great accomplishment for the library. He'll mention this tomorrow at the City Council meeting. He thanked Scott for all the work he does in recognizing veterans.

g. Friends of the Library

Rose Ann Chatfield was present and gave a report. She started by thanking Pina Salvatore for doing an excellent job covering the meetings all these months.

1) Cowley Donation

Deb Prozzo, Beth Martin, and I wrestled with a situation this summer regarding Georgine Cowley, who was a librarian. When she died in 2015, one of her sons donated money to the Friends' Memorial Wall. We've been buying books with the money as requested. When this son died, his brother Peter contacted Beth Martin because he wants to honor his mother by putting in a memorial garden at Manross. He would like to donate $25,000 for the design, installation, and future maintenance of the garden. We were taken aback a little bit because there isn't that much land at Manross, just a very small triangle area to the left when you're facing the building. I didn't meet with Peter, but he and Beth had conversations about how this money would be spent. If he donated say $5,000 to the Friends' Memorial Wall, we could handle the design and installation of the garden, but our volunteers aren't up to managing the ongoing maintenance and landscaping for 10 years or more until the money runs out, and we aren't equipped to invest money to keep money coming in for that. I will not commit to something that I can't guarantee we can follow through on. Thankfully, Scott came to our last meeting and told us about that Centennial Fund and the future of the donate button. Then Deb had an excellent idea that Peter could be a great donor for the Centennial Fund. We could publicize it, too, to get that going. I didn't want to approach Peter with this solution until the Board heard it and provided some input. I've made other realistic suggestions to him like a bench, plaque or book walk at a local park, but he is very intent on recreating his mother's garden in Forestville and incorporating her plants. His mother's name is already on the memorial wall at Manross. Peter lives in Westport now.

Discussion followed regarding the cost to replace plants over the years, putting specific stipulations on money donated to the Centennial Fund, financial record-keeping of maintenance expenditures, personnel needed to do the physical labor of maintaining the garden, union issues, the tree and statue currently on the site, a plaque for the memorial garden, the existing butterfly garden waystation, use of city vendors, authority to make decisions about city property, city council approval of land use, using the donation to start a scholarship fund at Main Street Community Foundation for future librarians from Forestville, unrestricted donations, etc.

2) Library Recognition

Rose Ann Chatfield thinks that it's time for the Library Board and the Friends to join forces and make a big deal about the two awards that the library won. Perhaps, a nice banner out front would help publicize the awards and shine a little light on the library and the hard work they've done. I'm looking for a volunteer from the Board to work with the Friends on this. The Friends will find funding for it.

3) Farmers' Market

Director Salvatore announced that Rose Ann is updating their records. As of September 30th, 446 people had filled out the entry form for a gift certificate to a local restaurant. There's one more

Farmers' Market date on October 19th. It's been a very successful and worthwhile project. As an extra incentive, if they register for a library card, they get an extra entry form.

4) Book Sale

Director Salvatore stated that the annual big book sale is going to start on February 26th and it's going to run through Sunday, March 2nd which is the bag sale.

5) Friends' Donate Button

Director Salvatore reported that the Friends are exploring the possibility of adding a donate button to the website so that folks can donate directly to the Friends of the Library. The good thing about it is that the more money the Friends raise, the more money we will be able to give to the library to support their programs.

h. Community Outreach Committee Report

Director Kanachovski attended the plant swap at Manross on Saturday. It was a little slower than the one that they have in the spring, but it went very well. People socialized. There were probably about 20 people there when I was there. It was a nice little community thing. It was very nicely done. They always do a nice job down there. One lady comes all the way from Newington because she just really likes the whole feeling. It's a very well-run program. They do a good job.

Item 6- Old Business

Due to the time (7:45 p.m.), Chairperson Carpenter recommended postponing the discussion of the use of the library as an emergency overnight shelter during cold weather protocol declarations. She suggested that the Policy Committee set up a meeting prior to the next Library Board meeting to review and discuss the CERT policy provided by Harley Graime. Those unable to attend, can submit their comments and questions by email. Library Director Prozzo will email CERT's policy to the Board.

Director Jakubowski feels that this policy is a good faith effort, but there are some gaping holes regarding procedures, budget and labor issues (working 24 hours), the definition of essential employee, liability coverage, insurance providers, etc. Chairperson Carpenter stated that you can make policies and procedures for your own organization, but you don't have the authority to decide or dictate what other organizations or departments are going to do.

Director Ploszaj stated that when CERT gets activated for a shelter, whether it be cold weather, hot weather, hurricanes, winter storms, the city has to have a plan as to how CERT is supporting the residents in need, as well as a location. CERT members themselves are covered under the state, as well as FEMA, when certain things are activated. Setting up a meeting with Harley and the mayor would be most appropriate because they have to identify some town entity. The library is the ideal place because it's so close to where the majority of people who are out during the poor weather conditions are located, but I understand wanting to make sure all the "i"s are dotted and "t"s are crossed. Getting that in writing is a good idea, but you know it does fall back on the town as a whole. Chairperson Carpenter agrees that the mayor needs to be involved with the library expectations. Director Kanachovski stated that she attended a city meeting and asked to know what the library's responsibility was.

Director Salvatore pointed out number 15 which says that the shelter will open and close at the designated hours specified in the Governor's Protocol. Director Jakubowski stated that they give the hours when the protocol gets issued.

Item 7- New Business

None.

Item 8- Adjournment

There being no further business, **Director Kanachovski made a MOTION to adjourn the meeting at 7:51 p.m. Seconded by Director Kapchensky. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.

STATISTICS

	September 2024			September 2023				
	Bristol Main	Manross	System Total	Bristol Main	Manross	System Total	inc/dec	percent
Circulation								
Adult	6,524	2,674	9,198	6,851	2,606	9,457	-259	-3%
Juvenile	6,666	1,399	8,065	7,663	1,201	8,864	-799	-9%
Young Adult	477	86	563	437	87	524	39	7%
Other	4	0	4	1	1	2	2	100%
Total	13,671	4,159	17,830	14,952	3,895	18,847	-1017	-5%
E-Books/Magazines	1,365		1,365	1,236		1,236	129	10%
Downloadables	1,005		1,005	872		872	133	15%
Hoopla/Kanopy	1,455		1,455	936		936	519	55%
Grand Total	17,496	4,159	21,655	17,996	3,895	21,891	-236	-1%
Reference								
# of questions	1,718	453	2,171	1,457	555	2,012	159	8%
# of Tech questions	250	147	397	N/A				
Internet Usage	1,097	299	1,396	1,101	288	1,389	7	1%
Database Usage	2,787		2,787	1,963		1,963	824	42%
Interlibrary								
Loans								
BPL as Borrower	792	289	1,081	745	256	1,001	80	8%
BPL as Lender	1,620	359	1,979	1,643	424	2,067	-88	-4%
Bristol Room								
# of persons	37		37	15		15	22	147%
# of items	61		61	60		60	1	2%
Tech. Serv.								
Items Cataloged								
Adult	302	74	376	283	85	368	8	2%
Juvenile	71	52	123	251	48	299	-176	-59%
Total	373	126	499	534	133	667	-168	-25%
Items Withdrawn	496		496	534		534	-38	-7%
Programs								
# of Programs								
Adult	17	16	33	13	14	27	6	22%
Juvenile	20	7	27	13	4	17	10	59%
Young Adult	11	0	11	11	2	13	-2	-15%
Total	48	23	71	37	20	57	14	25%
# in Attendance								
Adult	545	137	682	316	137	453	229	51%
Juvenile	739	76	815	594	76	670	145	22%
Young Adult	73	12	85	71	12	83	2	2%
Total	1,357	225	1,582	981	225	1,206	376	31%
Patron Registrations								
Adult	143			99				
Children's/YA	58			38				
Total	201	34	235	137	31	168	67	40%
Patron Visits	9,349	3,203	12,552	10,722	2,938	13,660	-1108	-8%
Meeting Room								
Bookings	32	7	39	55	7	62	-23	-37%
Attendance	450	39	489	735	39	774	-285	-37%
Computer Lab	Phone/Email	In-Person	Total	Phone/Email	In-Person	Total		
	17	86	103	26	70	96	7	7%
WiFi Sessions	20,893		20,893	6,503		6,503	14390	221%
Website Visits	43,583		43,583	38,965		38,965	4618	12%

CITY OF BRISTOL

REVENUE

FOR 2025 13 — JOURNAL DETAIL 2025 1 TO 2025 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016010 MAIN LIBRARY							
0016010 421001 LIBRARY FINES	-3,700	0	-3,700	-1,613.71	.00	-2,086.29	43.6%
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		
2025/03/000390 09/30/2024 GCR	-201.02 REF ALP				250547 9/12 LIBRARY		
0016010 450102 COPIER CHARGES	-12,000	0	-12,000	-3,890.26	.00	-8,109.74	32.4%
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		
2025/03/000390 09/30/2024 GCR	-1,512.31 REF ALP				250547 9/12 LIBRARY		
0016010 450313 LIBRARY RENTALS	-2,000	0	-2,000	-825.00	.00	-1,175.00	41.3%
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		
2025/03/000390 09/30/2024 GCR	-60.00 REF ALP				250547 9/12 LIBRARY		
TOTAL MAIN LIBRARY	-17,700	0	-17,700	-6,328.97	.00	-11,371.03	35.8%
TOTAL GENERAL FUND	-17,700	0	-17,700	-6,328.97	.00	-11,371.03	35.8%
TOTAL REVENUES	-17,700	0	-17,700	-6,328.97	.00	-11,371.03	

CITY OF BRISTOL

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MAIN LIBRARY

FOR 2025 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016010 MAIN LIBRARY							
0016010 514000 REGULAR WAGES	1,554,385	0	1,554,385	428,362.17	.00	1,126,022.83	27.6%
0016010 515100 OVERTIME WAGES &	60,915	0	60,915	9,054.88	.00	51,860.12	14.9%
0016010 515200 PARTTIME WAGES &	59,880	0	59,880	16,294.31	.00	43,585.69	27.2%
0016010 517000 OTHER WAGES	5,500	0	5,500	1,540.41	.00	3,959.59	28.0%
0016010 531000 PROFESSIONAL FEE	87,000	0	87,000	59,947.94	400.00	26,652.06	69.4%
0016010 541000 PUBLIC UTILITIES	85,000	0	85,000	11,926.28	73,073.72	.00	100.0%
0016010 541100 WATER & SEWER CH	3,500	0	3,500	1,158.20	2,341.80	.00	100.0%
0016010 543000 REPAIRS & MAINTE	40,000	0	40,000	17,565.91	12,432.13	10,001.96	75.0%
0016010 553000 TELEPHONE	7,500	0	7,500	2,975.63	4,524.37	.00	100.0%
0016010 553100 POSTAGE	3,000	0	3,000	842.16	2,157.84	.00	100.0%
0016010 554000 TRAVEL REIMBURSE	400	0	400	47.49	.00	352.51	11.9%
0016010 555000 PRINTING & BINDI	6,000	0	6,000	1,060.87	4,939.13	.00	100.0%
0016010 561400 MAINT SUPPLIES &	7,000	0	7,000	1,339.51	5,724.29	-63.80	100.9%
0016010 561800 PROGRAM SUPPLIES	130,000	7,414	137,414	21,805.71	75,790.46	39,817.83	71.0%
0016010 562200 NATURAL GAS	31,250	0	31,250	1,286.71	29,963.29	.00	100.0%
0016010 569000 OFFICE SUPPLIES	2,000	0	2,000	791.80	873.20	335.00	83.3%
TOTAL MAIN LIBRARY	2,083,330	7,414	2,090,744	575,999.98	212,220.23	1,302,523.79	37.7%
TOTAL GENERAL FUND	2,083,330	7,414	2,090,744	575,999.98	212,220.23	1,302,523.79	37.7%
TOTAL EXPENSES	2,083,330	7,414	2,090,744	575,999.98	212,220.23	1,302,523.79	

Report generated: 10/29/2024 09:25
User: DeborahProzzo
Program ID: glytdbud

CITY OF BRISTOL

CHILDREN'S LIBRARY

FOR 2025 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016011 CHILDREN'S LIBRARY							
0016011 531000 PROFESSIONAL FEE	9,000	0	9,000	6,860.00	1,385.00	755.00	91.6%
0016011 561800 PROGRAM SUPPLIES	50,000	0	50,000	8,041.88	31,060.17	10,897.95	78.2%
TOTAL CHILDREN'S LIBRARY	59,000	0	59,000	14,901.88	32,445.17	11,652.95	80.2%
TOTAL GENERAL FUND	59,000	0	59,000	14,901.88	32,445.17	11,652.95	80.2%
TOTAL EXPENSES	59,000	0	59,000	14,901.88	32,445.17	11,652.95	

CITY OF BRISTOL

MANROSS LIBRARY

FOR 2025 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016012 MANROSS LIBRARY							
0016012 514000 REGULAR WAGES	236,735	0	236,735	67,225.39	.00	169,509.61	28.4%
0016012 515100 OVERTIME WAGES &	6,715	0	6,715	965.07	.00	5,749.93	14.4%
0016012 515200 PARTTIME WAGES &	71,195	0	71,195	19,477.21	.00	51,717.79	27.4%
0016012 531000 PROFESSIONAL FEE	24,000	0	24,000	3,059.00	.00	20,941.00	12.7%
0016012 541000 PUBLIC UTILITIES	24,000	0	24,000	9,763.18	14,236.82	.00	100.0%
0016012 541100 WATER & SEWER CH	600	0	600	178.44	421.56	.00	100.0%
0016012 543000 REPAIRS & MAINTE	7,000	0	7,000	2,808.67	3,331.25	860.08	87.7%
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	3,622.13	36,158.59	10,219.28	79.6%
0016012 562200 NATURAL GAS	11,500	0	11,500	522.42	10,977.58	.00	100.0%
0016012 589100 MANRS MISCELLANEO	0	38,596	38,596	22,249.04	-595.00	16,941.96	56.1%
TOTAL MANROSS LIBRARY	433,245	38,596	471,841	130,138.54	65,662.81	276,039.65	41.5%
TOTAL GENERAL FUND	433,245	38,596	471,841	130,138.54	65,662.81	276,039.65	41.5%
TOTAL EXPENSES	433,245	38,596	471,841	130,138.54	65,662.81	276,039.65	

CITY OF BRISTOL

MANROSS TRUST FUND

FOR 2025 13 — JOURNAL DETAIL 2025 1 TO 2025 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016012 MANROSS LIBRARY							
0016012 589100 MANRS MISCELLANEO	0	38,596	38,596	22,249.04	-595.00	16,941.96	56.1%

2025/01/000022	07/02/2024	API	250.00	VND 009754	VCH	ROBERT THE GUITAR GU	ROBERT THE GUITAR GUY 45 MINUT	519707
2025/01/000022	07/02/2024	API	200.00	VND 039137	VCH	DEENIHAN JAMIE L B	AUTHOR PRESENTATION & BOOK SIG	519716
2025/01/000152	07/18/2024	API	495.00	VND 006259	VCH	MAICHACK MARY JO D	"FOR THE LOVE OF FRANCE" PROGR	520172
2025/01/000210	07/23/2024	API	3,169.74	VND 013266	VCH	LIBRARY CONNECTION	OVERDRIVE PROGRAM PARTICIPATIO	520352
2025/02/000082	08/06/2024	API	3,364.89	VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA DIGITAL CONTENT	520754
2025/02/000090	08/09/2024	API	300.00	VND 039402	VCH	AXELROD KAREN	PEREGRINE ROAD CONCERT 8/22/24	520839
2025/02/000090	08/09/2024	API	300.00	VND 039403	VCH	BELL RACHEL L	PEREGRINE ROAD CONCERT 8/22/24	520840
2025/02/000183	08/20/2024	API	350.00	VND 039391	VCH	CONNORS ANDREW	GLADIUS FLAMENCO GUITAR LIVE M	521118
2025/02/000258	08/22/2024	API	365.00	VND 039279	VCH	MY PRODUCTIONS CT LL	CRASH COURSE COOKING: PIZZA PR	521298
2025/03/000247	09/19/2024	API	8,000.00	VND 035224	VCH	AUTHORS UNBOUND	AUTHOR LUNCHEON 10/10/24 ANN N	522157
2025/03/000249	09/18/2024	API	385.00	VND 020351	VCH	RIVERSIDE REPTILES E	JEEPERS CREEPERS OUTREACH PROG	522120
2025/04/000081	10/07/2024	API	403.39	VND 010887	VCH	ULINE INC	WINDPRO HEAVY DUTY SIGN & PEDE	522596
2025/04/000081	10/07/2024	API	1,040.00	VND 013265	VCH	CONNECTICUT LIBRARY	CLC MEMBERSHIP DUES - PUBLIC L	522597
2025/04/000138	10/10/2024	API	462.21	VND 032219	VCH	AMAZON.COM	2 PRO TEAM SUPER COACH PRO 6 B	522783
2025/04/000168	10/16/2024	API	3,163.81	VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA DIGITAL CONTENT	522903

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL MANROSS LIBRARY	0	38,596	38,596	22,249.04	-595.00	16,941.96	56.1%
TOTAL GENERAL FUND	0	38,596	38,596	22,249.04	-595.00	16,941.96	56.1%
TOTAL EXPENSES	0	38,596	38,596	22,249.04	-595.00	16,941.96	

CITY OF BRISTOL

GOODSEL & MAIN LIBRARY TRUST FUND

FOR 2025 13 JOURNAL DETAIL 2025 1 TO 2025 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016014 LIBRARY TRUSTS							
0016014 561800 PROGRAM SUPPLIES	31,060	22,235	53,295	4,615.41	13,750.90	34,928.69	34.5%
0016014 589100 MAIN LIB MISCEL	4,630	4,846	9,476	.00	.00	9,476.00	.0%
TOTAL LIBRARY TRUSTS	35,690	27,081	62,771	4,615.41	13,750.90	44,404.69	29.3%
TOTAL GENERAL FUND	35,690	27,081	62,771	4,615.41	13,750.90	44,404.69	29.3%
TOTAL EXPENSES	35,690	27,081	62,771	4,615.41	13,750.90	44,404.69	

Detail for 0016014 561800 PROGRAM SUPPLIES:

Journal	Date	Type	Amount	Vendor	Doc	Vendor Name	Description	PO
2025/01/000046	07/03/2024	API	416.31	VND 001634	VCH	MATTHEW BENDER & CO	CT LABOR & EMPLOYMENT REL #48	
2025/01/000060	07/10/2024	APM	-416.31	VND 001634	VCH	MATTHEW BENDER & CO	CT LABOR & EMPLOYMENT REL 2025	
2025/01/000210	07/23/2024	API	1,500.00	VND 007436	VCH	VALUE LINE PUBLISHIN	VALUE LINE INVESTMENT SUBSCRIP	520345
2025/02/000090	08/09/2024	API	550.93	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK PURCHASES	520829
2025/02/000116	08/12/2024	API	450.00	VND 013265	VCH	CONNECTICUT LIBRARY	BRAIN FUSE JOB NOW LIB SUBSCRI	520879
2025/03/000156	09/11/2024	API	1,134.00	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK PURCHASES	521858
2025/04/000138	10/10/2024	API	980.48	VND 038201	VCH	BAKER & TAYLOR LLC	BLANKET FOR BOOK PURCHASES	522792