



*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, July 7, 2025 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 - June 2, 2025
4. Communications
5. Reports and Committee Reports
 - a. Finance Committee
 - i. Vote to accept or reinvest quarterly distributions from Main Street Community Foundation.
 - b. Property Committee
 - c. Policy Committee
 - d. Strategic Planning Committee
 - e. Library Director's Report
 - i. May 2025 Statistics
 - ii. YTD Budget 6.30.25

- f. City Council Liaison Report
 - g. Friends of the Library
 - h. Community Outreach Committee
- 6. Old Business
 - 7. New Business
 - 8. Adjournment

PER ORDER OF THE CHAIRPERSON
Pina Salvatore

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JUNE 2, 2025

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

ATTENDEES: Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Barbara O'Neill, Kimberly Ploszaj, Danielle Rivard, and Pina Salvatore.
Library Director Deborah Prozzo and Assistant Library Director Scott Stanton.

Absent: Council Liaison Sebastian Panioto

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 Frenette MOVED to approve the Minutes of the May 5, 2025 Regular Meeting. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.

Item 4- Nomination and Voting of New Officers

The Library Board members signed and submitted written ballots. Chairperson Carpenter tallied the votes and announced that Pina Salvatore is the new Chairperson of the Library Board, Valina Carpenter is the First Vice Chairperson, and Eric Frenette is the Second Vice Chairperson. They will serve a two-year term. In accordance with the By-laws, the meeting was turned over to Chairperson Salvatore.

Item 5- Communications

None.

Item 6- Reports and Committee Reports

a. Finance Committee

No Report.

b. Property Committee

Director Kapchensky gave an update on the Cawley garden. We received a check which was deposited on May 7th. A meeting has been scheduled for June 11th to see the plans for what's going to be done and when. Director Kapchensky will attend.

Director Kapchensky stated that there is an issue related to the work that Eversource did on the library property at the corner of High Street and Main Street. The Eversource representatives in attendance introduced themselves. Sam Carmody is with Community Relations, Jeannie Maitland works on the gas side in Communications, Daryl Cuny is the Manager of Gas Operations in the central region which includes Bristol, and Paul Beckham is the Construction Supervisor of the work crew. The project involves replacing the old gas mains in the street with new plastic gas mains. They walked with Public Works to determine the location, direction, and routes. There were a lot of unexpected utilities at the intersection of High and Main, including electric, fiber telecommunications, sewers, and drains. It was determined that they could not go through the intersection as initially planned. Eversource met with Mike Krenicki from Public Works. They tried to go into the sidewalk but couldn't, so they had another discussion with Mike who talked with Ray Rogozinski and Ryan, a city engineer. It was Eversource's understanding that they had permission to proceed. They now acknowledge that there was a misunderstanding and they are very sorry. They apologize and want to work with the city to resolve this. The work has already been done. A survey company already came out. Eversource's real estate department started the easement process. No further work will be done while the easement process plays itself out. They are prepared to have a landscape company do a sod restoration within a week. Before the project starts again, Eversource would like to sit down with the library to lay out an acceptable plan in order to anticipate and avoid future problems, discuss concerns and expectations, determine points of contact, and exchange emails for better communication. While the project is on hold, there's time to figure out what's best for phase 2.

Ray Rogozinski, Director of Public Works for the City of Bristol, explained that Eversource needs a permit to work within the right of way and that it's not unusual to have slight adjustments. The Public Works Department understands the process and did not authorize work on library property. He stated that Eversource is responsible for their work and for communications. They do not work directly for the City of Bristol. Ray explained that the process of getting an easement can take 3 months. It involves Corporation Council and the Planning Commission. A map with square footage of the corner under the sign needs to be submitted to the Library Board.

Library Director Prozzo stated that not following procedure with regards to the easement is indicative of the whole project and the way that the library has been treated for the past 2 months. The initial communication was sent to 154 School Street and it was addressed to the Bristol Parks Department or Current Resident. It finally found its way to her office on April 7th, well after the work had already started. There has been serious disruption of services here at the library. Accessing the parking lot was difficult for patrons and staff, our driveway was

blocked, detours were put up directing people throughout the neighborhood but not to the library, and police officers from Bristol and other communities would not allow patrons and staff to come down the street without a discussion. We fielded numerous phone calls from the public who were confused and couldn't figure out how to get in. The library's numbers for April and May will be very low, which affects our state funding. I am very displeased with the way the project was handled. I don't think there really was any thought given to the major disruption of a city building that serves the public. I asked on two occasions for signage saying that the library was open and never saw anything. The first occasion was when Eversource broke the water main pipe on the Thursday before Good Friday when we had to evacuate the building. We had a full house that day with paid organizations using our meeting rooms and a major children's program going on during school vacation week. I and other library staff have been dragging our own sign up and down Main Street for the past few weeks. We could not direct patrons via social media because access from the top or bottom of the street changed daily and we were not notified. June, July, and August are our busiest months with school out. We serve free lunches and our foot traffic is usually 17,000-18,000 a month.

Eversource responded by saying that they bought new "business open" signs that the crews will put out. The police officers are there for traffic control and to protect the work site because work zone violations are high. They were directed to allow local traffic up the street. The library driveway may have been momentarily blocked. Assistant Library Director Stanton noted that Library Director Prozzo and maintenance staff had to go outside and ask Eversource to unblock the entrance.

Chairperson Salvatore pointed out that the meeting rooms at the library are rented out to various organizations and those folks have been impacted as well. Director Kanachovski stated that the library is one of the busiest buildings in the city and that should be taken into account when the work resumes.

For the next month, Eversource will be working on transferring the services that are on the old main over to the new main which is parallel to Main St. This involves lateral connections which are perpendicular to the main. They run across the street to the sidewalk at every structure that has an active gas account. This involves digging and the use of plates. Traffic and sidewalk use will be impacted. The project manager can provide the library staff contacts with a daily schedule. They are currently working on Bellevue. They do not have any services on High Street. They are having a sign made specifically to indicate that the library is open and library traffic is allowed, so that library patrons feel welcome. Ray Rogozinski asked Eversource for a commitment that there will be a brief, 5-minute traffic control safety meeting with the crew every day since there's a new police officer on duty every day. Eversource agreed to have a safety

official from the company set up the traffic pattern and have a safety discussion with the crew each morning. The CT DOT will be looking at traffic patterns this summer and how vehicles are moved in and out of work zones. A third party, the University of Colorado, is also looking at how Eversource does safety assessments.

Discussion followed.

c. Policy Committee

No Report.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) April statistical highlights:

- Overall circulation was down. The increases in e-books/magazines, downloadables, and Hoopla were not enough to offset the decrease on the print/physical side.
- Programs were up 19% but they should have been higher because it was school vacation week and National Library Week.

2) Year-to-Date Budget Report:

We are doing end-of-the-year activities like closing Purchase Orders, inputting Purchase Orders for the new fiscal year, making deposits, etc. All three departments (Main, Children's and Manross) are pretty much where we normally would be at this time of the year. We are trying to get down to zero on as many accounts as we can. We will need to give money back to the city in Public Utilities even though we had to start paying Eversource again. The CT Solar credits aren't enough to offset the entire Eversource bill. We will also turn back money from the Main Library side in the natural gas area and in wages because the senior maintenance technician position, which was vacant for months, has been eliminated.

- Library Revenue @129.6%: We met our revenue projection and are actually over by \$5,242.00.
- Manross Trust Fund: We have \$68,000 available for use. The money will be carried over into the new fiscal year.
- Main Library Trust Funds: We have \$26,415 left in Goodsell money that will be carried over. The Main Library has \$9,476.00 which we want to build up. We don't have any plans for that money yet.

- Centennial Fund: There hasn't been a deposit since March 31, 2025. The interest has been holding well in the \$200 to \$300 range. There's \$45,861 in interest that eventually can be moved over to the Centennial Fund expenditure account.

3) Library Highlights:

The Adult Summer Reading Program has started. We'd love to see you all participate either online or on paper. We've got a variety of programs and activities planned.

The Children's Department is visiting local schools to promote summer reading in the community. The program starts when the kids get out of school around June 18th. Free lunches start the first week in July and run through most of August. All the activities are free. Reading is important for so many reasons. Please encourage your family, friends, and neighbors to come to the library.

Director Rivard inquired about use of the library truck. It won't be going out as often as it has the past few summers.

4) Staff News:

The Senior Maintenance Technician position has been eliminated. I've been told that we will get another regular custodian. I expressed my concerns to the new HR Director and we discussed other options, but I don't know where we stand with those right now.

We conducted interviews for the Children's Assistant position. A new person should be onboarding in the next few weeks so there will be a little bit of overlap with the staff person who's retiring.

Our IT Specialist in the Computer Lab accepted a position in the IT Department at City Hall so we no longer have anybody in the Computer Lab. He was here only a few months so it was very discouraging. We are going to carry on as best we can. I spoke with HR. We discussed a few options and ideas.

I'm happy to say that we are hosting another library science intern for the summer. They are going to make observations in all the departments and will work on a special project to be determined.

We are going to have a staff development program on Thursday, June 12th with Dr. Wendy Hurwitz. She's polled the staff at both locations for ideas.

f. City Council Liaison Report

No Report.

g. Friends of the Library

Chairperson Salvatore announced that the Summer Mini-Sale will take place between June 14th and June 27th in the lobbies of both libraries. The books will be available whenever the libraries are open.

Chairperson Salvatore reported that the Friends will partner with the library to attend the Farmers' Market on the following Saturdays: 6/21, 7/19, 8/16, and 9/13. Rose Ann will be looking for volunteers to help out from 9:45 a.m. to 1:00 p.m.

Library Director Prozzo reported that one spot opened up at her table for the Author Luncheon on Thursday, June 5th in case anyone still needs a ticket. We sold 320 tickets.

h. Community Outreach Committee Report

Director Kanachovski might attend the Farmers' Markets.

Assistant Library Director Stanton reported that library staff will attend the Bristol Blues Bell City Night on Sunday, June 8th to make cards and give out information.

Item 7- Old Business

Chairperson Salvatore asked if there was an update on the donate button. Library Director Prozzo reported that the button linked to Main Street Community Foundation has generated some interest. She hopes to have a conversation with Mohammed in IT. With Matt leaving, we don't have a point person here at the library. We don't know the status of the Computer Lab position.

Director Rivard suggested raising funds by selling T-shirts. Discussion followed regarding working with the Friends on that.

Item 8- New Business

None.

Item 9- Adjournment

There being no further business, **Director Carpenter made a MOTION to adjourn the meeting at 7:44 p.m. Seconded by Director Rivard. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.

	May 2025			May 2024				
	Bristol Main	Manross	System Total	Bristol Main	Manross	System Total	inc/dec	percent
Circulation								
Adult	6,232	2,531	8,763	6,396	2,438	8,834	-71	-1%
Juvenile	6,470	953	7,423	6,627	1,265	7,892	-469	-6%
Young Adult	503	101	604	481	137	618	-14	-2%
Other	0	0	0	2	0	2	-2	0%
Total	13,205	3,585	16,790	13,506	3,840	17,346	-556	-3%
E-Books/Magazines	1,682		1,682	1,511		1,511	171	11%
Downloadables	1,290		1,290	1,086		1,086	204	19%
Hoopla	1,605		1,605	1,263		1,263	342	27%
Grand Total	17,769		21,367	17,366		21,206	161	1%
# of questions	1,634	445	2,079	1,954	504	2,458	-379	-15%
# of Tech questions	175	108	283	N/A				
Internet Usage	1,167	313	1,480	1,097	330	1,427	53	4%
Database Usage	3,124		3,124	2,710		2,710	414	15%
Interlibrary								
Loans								
BPL as Borrower	702	295	997	768	298	1,066	-69	-6%
BPL as Lender	1,677	589	2,266	1,489	332	1,821	445	24%
Bristol Room								
# of persons	49		49	31		31	18	58%
# of items	86		86	146		146	-60	-41%
Tech. Serv.								
Items Cataloged								
Adult	287	119	406	225	91	316	90	28%
Juvenile	292	17	309	351	27	378	-69	-18%
Total	579	136	715	576	118	694	21	3%
Items Withdrawn	1,736		1,736	457		457	1279	280%
Programs								
# of Programs								
Adult	15	18	33	10	12	22	11	50%
Juvenile	33	12	45	22	11	33	12	36%
Young Adult	29	0	29	15	1	16	13	81%
Total	77	30	107	47	24	71	36	51%
# in Attendance								
Adult	309	224	533	248	224	472	61	13%
Juvenile	2,584	778	3,362	2,589	778	3,367	-5	0%
Young Adult	115	110	225	607	110	717	-492	-69%
Total	3,008	1,112	4,120	3,444	1,112	4,556	-436	-10%
Registrations								
Adult	78			89				
Children's/YA	30			26				
Total	108	31	139	115	45	160	-21	-13%
Patron Visits	10,362	3,755	14,117	8,947	3,111	12,058	2059	17%
Meeting Room								
Bookings	32	7	39	34	10	44	-5	-11%
Attendance	565	76	641	601	108	709	-68	-10%
Computer Lab	Phone/Email	In-Person		Phone/Email	In-Person			
	11	103	114	20	90	110	4	4%
WiFi Sessions	6,975		6,975			14,010	-7035	-50%
Website Visits	43,419		43,419	40,392		40,392	3027	7%

CITY OF BRISTOL



REVENUE

JOURNAL DETAIL 2025 1 TO 2025 13									
ACCOUNTS FOR:		TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE		PCT USED	
001	GENERAL FUND					BUDGET	BUDGET		
0016010 MAIN LIBRARY									
0016010	421001	LIBRARY FINES	-3,700	0	-3,700	-4,954.73	.00	1,254.73	133.9%
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		
2025/04/000316	10/30/2024	GCR	-163.47 REF ALP				250744 10/3 LIBRARY		
2025/05/000105	11/13/2024	GCR	-709.94 REF ALP				250994 11/7 LIBRARY		
2025/06/000116	12/09/2024	GCR	-125.00 REF ALP				251201 12/3 LIBRARY		
2025/07/000180	01/14/2025	GCR	-115.99 REF ALP				251443 1/8 LIBRARY		
2025/08/000255	02/19/2025	GCR	-619.87 REF ALP				251725 2/5 LIBRARY		
2025/09/000193	03/12/2025	GCR	-39.59 REF ALP				251933 3/5 LIBRARY		
2025/09/000524	03/31/2025	GCR	37.99 REF ALP				252087 3/24 LIBRARY		
2025/10/000337	04/15/2025	GCR	-133.00 REF ALP				252192 4/4 LIBRARY		
2025/11/000241	05/13/2025	GCR	-1,119.15 REF ALP				252461 5/8 LIBRARY		
2025/12/000410	06/30/2025	GCR	-353.00 REF ALP				252655 6/4 LIBRARY		
0016010	450102	COPIER CHARGES	-12,000	0	-12,000	-15,941.57	.00	3,941.57	132.8%
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		
2025/03/000390	09/30/2024	GCR	-1,512.31 REF ALP				250547 9/12 LIBRARY		
2025/04/000316	10/30/2024	GCR	-835.67 REF ALP				250744 10/3 LIBRARY		
2025/05/000105	11/13/2024	GCR	-1,905.60 REF ALP				250994 11/7 LIBRARY		
2025/06/000116	12/09/2024	GCR	-1,257.23 REF ALP				251201 12/3 LIBRARY		
2025/07/000180	01/14/2025	GCR	-1,111.00 REF ALP				251443 1/8 LIBRARY		
2025/08/000255	02/19/2025	GCR	-1,296.91 REF ALP				251725 2/5 LIBRARY		
2025/09/000193	03/12/2025	GCR	-1,324.41 REF ALP				251933 3/5 LIBRARY		
2025/10/000337	04/15/2025	GCR	-1,844.27 REF ALP				252192 4/4 LIBRARY		
2025/11/000241	05/13/2025	GCR	-1,290.41 REF ALP				252461 5/8 LIBRARY		
2025/12/000410	06/30/2025	GCR	-1,185.81 REF ALP				252655 6/4 LIBRARY		
0016010	450313	LIBRARY RENTALS	-2,000	0	-2,000	-3,905.00	.00	1,905.00	195.3%
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		
2025/04/000316	10/30/2024	GCR	-120.00 REF ALP				250744 10/3 LIBRARY		
2025/05/000105	11/13/2024	GCR	-355.00 REF ALP				250994 11/7 LIBRARY		
2025/05/000321	11/30/2024	GCR	-150.00 REF ALP				251104 11/15 COMPTROLLER		
2025/06/000116	12/09/2024	GCR	-500.00 REF ALP				251201 12/3 LIBRARY		
2025/07/000180	01/14/2025	GCR	-600.00 REF ALP				251443 1/8 LIBRARY		
2025/08/000255	02/19/2025	GCR	-350.00 REF ALP				251725 2/5 LIBRARY		
2025/09/000193	03/12/2025	GCR	-155.00 REF ALP				251933 3/5 LIBRARY		
2025/10/000337	04/15/2025	GCR	-380.00 REF ALP				252192 4/4 LIBRARY		
2025/11/000241	05/13/2025	GCR	-150.00 REF ALP				252461 5/8 LIBRARY		

CITY OF BRISTOL



REVENUE

JOURNAL DETAIL 2025 1 TO 2025 13									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
001									
0016010 450313 LIBRARY RENTALS									
2025/12/000410 06/30/2025 GCR		-320.00 REF ALP				252655 6/4 LIBRARY			
TOTAL MAIN LIBRARY		-17,700	0	-17,700	-24,801.30	.00	7,101.30	140.1%	
TOTAL GENERAL FUND		-17,700	0	-17,700	-24,801.30	.00	7,101.30	140.1%	
TOTAL REVENUES		-17,700	0	-17,700	-24,801.30	.00	7,101.30		

CITY OF BRISTOL

MAIN LIBRARY



FOR 2025-13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016010 MAIN LIBRARY							
0016010 514000 REGULAR WAGES	1,554,385	0	1,554,385	1,479,056.11	.00	75,328.89	95.2%
0016010 515100 OVERTIME WAGES &	60,915	0	60,915	48,128.58	.00	12,786.42	79.0%
0016010 515200 PARTTIME WAGES &	59,880	0	59,880	61,140.80	.00	-1,260.80	102.1%
0016010 517000 OTHER WAGES	5,500	0	5,500	6,397.65	.00	-897.65	116.3%
0016010 531000 PROFESSIONAL FEE	87,000	0	87,000	78,603.41	3,379.53	5,017.06	94.2%
0016010 541000 PUBLIC UTILITIES	85,000	0	85,000	55,976.99	24,076.81	4,946.20	94.2%
0016010 541100 WATER & SEWER CH	3,500	0	3,500	3,107.60	392.40	.00	100.0%
0016010 542140 REFUSE	200	0	200	34.40	.00	165.60	17.2%
0016010 543000 REPAIRS & MAINTEN	40,000	3,409	43,409	39,522.48	1,029.13	2,857.67	93.4%
0016010 544400 RENTS & LEASES	7,440	0	7,440	436.00	.00	4.00	99.1%
0016010 553000 TELEPHONE	3,000	0	3,000	10,034.92	65.08	-2,600.00	134.7%
0016010 553100 POSTAGE	400	0	400	1,684.32	1,315.68	.00	100.0%
0016010 554000 TRAVEL REIMBURSE	6,000	0	6,000	269.45	.00	130.55	67.4%
0016010 555000 PRINTING & BINDI	7,000	0	7,000	5,517.71	482.29	.00	100.0%
0016010 561400 MAINT SUPPLIES &	130,000	7,414	137,414	4,795.42	955.27	1,249.31	82.2%
0016010 561800 PROGRAM SUPPLIES	31,250	0	31,250	123,048.13	6,465.11	7,900.76	94.3%
0016010 562200 NATURAL GAS	1,200	0	1,200	17,257.03	13,992.97	.00	100.0%
0016010 562600 MOTOR FUELS	2,000	0	2,000	615.13	.00	584.87	51.3%
0016010 569000 OFFICE SUPPLIES	280	0	280	1,655.76	13.04	331.20	83.4%
0016010 581135 SCHOOLING & EDUC				79.00	.00	201.00	28.2%
TOTAL MAIN LIBRARY	2,085,450	10,823	2,096,273	1,937,360.89	52,167.31	106,745.08	94.9%
TOTAL GENERAL FUND	2,085,450	10,823	2,096,273	1,937,360.89	52,167.31	106,745.08	94.9%
TOTAL EXPENSES	2,085,450	10,823	2,096,273	1,937,360.89	52,167.31	106,745.08	

CITY OF BRISTOL

CHILDREN'S LIBRARY



FOR 2025 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016011 CHILDREN'S LIBRARY							
0016011 531000 PROFESSIONAL FEE	9,000	0	9,000	9,000.00	.00	.00	100.0%
0016011 561800 PROGRAM SUPPLIES	50,000	11	50,011	41,212.71	6,399.31	2,398.97	95.2%
TOTAL CHILDREN'S LIBRARY	59,000	11	59,011	50,212.71	6,399.31	2,398.97	95.9%
TOTAL GENERAL FUND	59,000	11	59,011	50,212.71	6,399.31	2,398.97	95.9%
TOTAL EXPENSES							

CITY OF BRISTOL



MANROSS LIBRARY

FOR 2025 13

ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016012 MANROSS LIBRARY								
0016012 514000	REGULAR WAGES	236,735	0	236,735	230,891.85	.00	5,843.15	97.5%
0016012 515100	OVERTIME WAGES &	6,715	0	6,715	3,265.96	.00	3,449.04	48.6%
0016012 515200	PARTTIME WAGES &	71,195	0	71,195	65,571.52	.00	5,623.48	92.1%
0016012 531000	PROFESSIONAL FEE	24,000	0	24,000	16,169.53	2,889.47	4,941.00	79.4%
0016012 541000	PUBLIC UTILITIES	24,000	0	24,000	28,575.37	124.63	-4,700.00	119.6%
0016012 541100	WATER & SEWER CH	600	0	600	494.00	106.00	.00	100.0%
0016012 543000	REPAIRS & MAINTEN	7,000	0	7,000	5,669.65	914.80	415.55	94.1%
0016012 561400	MAINT SUPPLIES &	1,500	0	1,500	1,634.53	.00	-134.53	109.0%
0016012 561800	PROGRAM SUPPLIES	50,000	0	50,000	37,572.38	4,912.62	7,515.00	85.0%
0016012 562200	NATURAL GAS	11,500	0	11,500	7,346.73	4,153.27	.00	100.0%
0016012 589100	MANRS MISCELLANEO	0	122,661	122,661	57,974.62	.00	64,686.38	47.3%
TOTAL MANROSS LIBRARY		433,245	122,661	555,906	455,166.14	13,100.79	87,639.07	84.2%
TOTAL GENERAL FUND		433,245	122,661	555,906	455,166.14	13,100.79	87,639.07	84.2%
TOTAL EXPENSES		433,245	122,661	555,906	455,166.14	13,100.79	87,639.07	

CITY OF BRISTOL



MANROSS TRUST FUND EXPENDITURES

FOR 2025 13

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ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0016012 MANROSS LIBRARY								
0016012	589100 MANRS MISCELLANEO	0	122,661	122,661	57,974.62	.00	64,686.38	47.3%
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
2025/04/000359	10/31/2024 API	200.00	VND 036761	VCH	ROMAN, NANCY E	PAINT YOUR PET WATERCOLOR WORK		523391
2025/05/000085	11/07/2024 API	450.00	VND 039589	VCH	HARMON CAMPBELL BRO	EDGAR ALLAN POE PERFORMANCE 10		523625
2025/05/000085	11/07/2024 API	250.00	VND 039590	VCH	SCALISI PATRICK	CT CRYPTIDS PROGRAM/PRESENTATI		523626
2025/05/000085	11/07/2024 API	200.00	VND 039635	VCH	FARRELL JEREMY KLEIN	PATHS TO AUTISTIC EMPOWERMENT		523627
2025/05/000313	11/27/2024 API	499.00	VND 039686	VCH	CAP JONATHAN	MAGIC SHOW 12/30/24		524371
2025/06/000245	12/11/2024 API	2,104.56	VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA DIGITAL CONTENT		524708
2025/07/000025	01/03/2025 API	500.00	VND 039778	VCH	SWIFT MARCIE	CELTIC HARP CONCERT & STORYTEL		525215
2025/07/000123	01/09/2025 API	2,609.21	VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA DIGITAL CONTENT		525412
2025/07/000320	01/22/2025 API	349.00	VND 021956	VCH	CT SCIENCE CENTER	PICNIC CAPERS: SCIENCE IN MOTI		525815
2025/07/000344	01/24/2025 API	250.00	VND 039806	VCH	PAINTING FACES BY AL	FACE PAINTING PROGRAM 2/1/25		525912
2025/08/000091	02/06/2025 API	190.55	VND 032219	VCH	AMAZON.COM	YOTO MINI PLAYER & 12 BOOK CAR		526291
2025/08/000108	02/11/2025 API	255.00	VND 039329	VCH	ELLES SUGAR SHOPPE	VALENTINE COOKIE DECORATING PR		526298
2025/08/000218	02/13/2025 API	225.00	VND 039007	VCH	RENT THE CHICKEN	EGG INCUBATION / HATCHING PROG		526481
2025/08/000231	02/13/2025 API	3,295.40	VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA DIGITAL CONTENT		526497
2025/08/000352	02/21/2025 API	150.00	VND 039873	VCH	RYAN MITTEN MUSIC	ACOUSTIC CELLO CONCERT 3/11/25		526754
2025/08/000371	02/24/2025 API	250.00	VND 039796	VCH	JAMILAH HENNA CREATI	HENNA BODY ART PROGRAM 3/27/25		526782
2025/09/000093	03/04/2025 API	94.92	VND 032219	VCH	AMAZON.COM	YOTO MINI PLAYER & 12 BOOK CAR		527108
2025/09/000179	03/10/2025 API	6,750.00	VND 028831	VCH	FRIENDS BRISTOL LIBR	DEPOSIT FOR AUTHOR LUNCHEON ON		527256
2025/09/000179	03/10/2025 API	3,238.42	VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA CONTENT		527327
2025/09/000179	03/10/2025 API	200.00	VND 036761	VCH	ROMAN, NANCY E	WATERCOLOR FLOWERS WORKSHOP 3/		527262
2025/09/000189	03/11/2025 API	200.00	VND 036761	VCH	ROMAN, NANCY E	WATERCOLOR FLOWERS WORKSHOP 4/		527288
2025/09/000405	03/24/2025 API	281.10	VND 010887	VCH	ULINE INC	SIT/STAND MOBILE DESK		527801
2025/09/000405	03/24/2025 API	300.00	VND 038198	VCH	GOSTKIEWICZ MARK	RAISE THE COOP/CHICKEN KEEPING		527813
2025/10/000180	04/07/2025 API	844.75	VND 032219	VCH	AMAZON.COM	NUTMEG NOMINEE BOOKS		528165
2025/10/000301	04/11/2025 API	3,708.47	VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA DIGITAL CONTENT	11000107	529104
2025/11/000205	05/06/2025 API	87.54	VND 032219	VCH	AMAZON.COM	NUTMEG BOOKS		529107
2025/11/000230	05/09/2025 API	3,425.00	VND 026042	VCH	LIBRARICA LLC	JAMEX 9557-B U.S. BILL/COIN UN		529188
2025/11/000338	05/15/2025 API	274.00	VND 002088	VCH	THE CHILDREN'S MUSEU	POLLINATOR GARDEN PROGRAM 6/26		529326

CITY OF BRISTOL

MANROSS TRUST FUND EXPENDITURES



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FOR 2025 13	ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001	0016012	589100 MANRS MISCELLANEO							
	2025/11/000338	05/15/2025 API	205.86 VND 040224	VCH	NATIONAL AUDUBON SOC	INTRO TO BIRDING PRESENTATION			529349
	2025/11/000338	05/15/2025 API	200.00 VND 040232	VCH	VANNES ELIZABETH M	BEAD BAR WORKSHOP: JEWELRY MAK			529350
	2025/11/000542	05/28/2025 API	314.00 VND 031891	VCH	KLASSIC KREATIONS LL	SUPERFOODS EDUCATIONAL WORKSHO			529647
	2025/12/000185	06/09/2025 API	3,778.83 VND 031441	VCH	MIDWEST TAPE LLC	HOOPLA DIGITAL CONTENT			11000155
	2025/12/000219	06/10/2025 API	44.97 VND 032219	VCH	AMAZON.COM	3 NUTMEG BOOKS			530019
	TOTAL	MANROSS LIBRARY	0	122,661	122,661	57,974.62	.00	64,686.38	47.3%
	TOTAL	GENERAL FUND	0	122,661	122,661	57,974.62	.00	64,686.38	47.3%
	TOTAL	EXPENSES	0	122,661	122,661	57,974.62	.00	64,686.38	

CITY OF BRISTOL

LIBRARY TRUST FUND INTEREST



FOR 2025 13

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ACCOUNTS FOR:		GENERAL FUND		ORIGINAL APPROP		TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001											
0016014 LIBRARY TRUSTS											
0016014	480001	MAIN LIBRARY TRU		-4,630		-45	-4,675	-4,675.00	.00	.00	100.0%
2025/01/000214	GCR			-7,765.00	REF AB				250096 7/17 COMPTROLLER		
2025/01/000339	GEN			7,765.00	REF JP				MV CR#250096 CORR ACCOUNT		
2025/01/000339	GEN			-1,157.50	REF JP				MV CR#250096 CORR ACCOUNT		
2025/04/000366	GCR			-7,765.00	REF ALP				250864 10/22 COMPTROLLER		
2025/04/000408	GEN			-1,157.50	REF JP				CORRECT CR#250864		
2025/04/000408	GEN			7,765.00	REF JP				CORRECT CR#250864		
2025/08/000474	GCR			-1,180.00	REF ALP				251843 2/24 COMPTROLLER		
2025/10/000567	GCR			-1,180.00	REF ALP				252320 4/23 COMPTROLLER		
0016014	480002	LIBRARY TRUST GO		-31,060		-315	-31,375	-31,375.00	.00	.00	100.0%
2025/01/000214	GCR			-1,157.50	REF AB				250096 7/17 COMPTROLLER		
2025/01/000339	GEN			1,157.50	REF JP				MV CR#250096 CORR ACCOUNT		
2025/01/000339	GEN			-7,765.00	REF JP				MV CR#250096 CORR ACCOUNT		
2025/04/000366	GCR			-1,157.50	REF ALP				250864 10/22 COMPTROLLER		
2025/04/000408	GEN			-1,157.50	REF JP				CORRECT CR#250864		
2025/04/000408	GEN			7,765.00	REF JP				CORRECT CR#250864		
2025/08/000474	GCR			-7,922.50	REF ALP				251843 2/24 COMPTROLLER		
2025/10/000567	GCR			-7,922.50	REF ALP				252320 4/23 COMPTROLLER		
TOTAL LIBRARY TRUSTS				-35,690		-360	-36,050	-36,050.00	.00	.00	100.0%
TOTAL GENERAL FUND				-35,690		-360	-36,050	-36,050.00	.00	.00	100.0%
TOTAL REVENUES				-35,690		-360	-36,050	-36,050.00	.00	.00	

CITY OF BRISTOL



LIBRARY TRUST FUND EXPENDITURES

FOR 2025 13

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ACCOUNTS FOR:		GENERAL FUND		ORIGINAL APPROP		TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED				
001															
0016014 LIBRARY TRUSTS															
0016014	561800	PROGRAM SUPPLIES		31,060		29,702	60,762	21,080.05	12,951.41	26,730.13	56.0%				
2025/01/000046	07/03/2024	API	416.31	VND 001634	VCH										
2025/01/000060	07/10/2024	APM	-416.31	VND 001634	VCH										
2025/01/000210	07/23/2024	API	1,500.00	VND 007436	VCH										
2025/02/000090	08/09/2024	API	550.93	VND 038201	VCH										
2025/02/000116	08/12/2024	API	450.00	VND 013265	VCH										
2025/03/000156	09/11/2024	API	1,134.00	VND 038201	VCH										
2025/04/000138	10/10/2024	API	980.48	VND 038201	VCH										
2025/05/000139	11/14/2024	API	1,109.43	VND 038201	VCH										
2025/06/000135	12/06/2024	API	1,128.55	VND 038201	VCH										
2025/06/000327	12/17/2024	API	3,705.50	VND 019212	VCH										
2025/06/000360	12/18/2024	API	267.75	VND 013265	VCH										
2025/07/000123	01/09/2025	API	416.31	VND 001634	VCH										
2025/07/000123	01/09/2025	API	926.23	VND 038201	VCH										
2025/07/000426	01/30/2025	API	515.00	VND 035625	VCH										
2025/08/000188	02/12/2025	API	2,349.00	VND 000664	VCH										
2025/08/000218	02/13/2025	API	1,269.01	VND 038201	VCH										
2025/09/000179	03/10/2025	API	366.40	VND 038201	VCH										
2025/10/000180	04/07/2025	API	1,071.81	VND 038201	VCH										
2025/10/000333	04/14/2025	API	1,260.00	VND 038199	VCH										
2025/11/000205	05/06/2025	API	1,373.20	VND 038201	VCH										
2025/12/000219	06/10/2025	API	706.45	VND 038201	VCH										
TOTAL LIBRARY TRUSTS				31,060		29,702	60,762	21,080.05	12,951.41	26,730.13	56.0%				
TOTAL GENERAL FUND				31,060		29,702	60,762	21,080.05	12,951.41	26,730.13	56.0%				
TOTAL EXPENSES				31,060		29,702	60,762	21,080.05	12,951.41	26,730.13					

CITY OF BRISTOL

CENTENNIAL FUND INTEREST

FOR 2025 13

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ACCOUNTS FOR:		SPECIAL GRANTS & DONATIONS		ORIGINAL	TRANSFRS/ ADJSTMNTS	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
106				APPROP		BUDGET	EXPENDED		BUDGET	USED
1066010 LIBRARY										
1066010	460000	INTEREST INCOME		0	-24,745	-24,745	-70,850.29	.00	46,105.29	286.3%
2025/01/000309	07/31/2024	GEN	-259.19	REF JP						
2025/02/000424	08/31/2024	GEN	-371.42	REF JP						
2025/03/000429	09/30/2024	GEN	-358.36	REF JP						
2025/04/000400	10/31/2024	GEN	-285.36	REF JP						
2025/05/000365	11/30/2024	GEN	-305.63	REF JP						
2025/05/000377	11/30/2024	GEN	-41.70	REF JP						
2025/06/000513	12/31/2024	GEN	-249.97	REF JP						
2025/07/000492	01/31/2025	GEN	-220.43	REF JP						
2025/08/000524	02/28/2025	GEN	-274.10	REF JP						
2025/09/000566	03/31/2025	GEN	-332.38	REF JP						
2025/10/000645	04/30/2025	GEN	-243.60	REF JP						
TOTAL LIBRARY										
				0	-24,745	-24,745	-70,850.29	.00	46,105.29	286.3%
TOTAL SPECIAL GRANTS & DONATIONS										
				0	-24,745	-24,745	-70,850.29	.00	46,105.29	286.3%
TOTAL REVENUES										
				0	-24,745	-24,745	-70,850.29	.00	46,105.29	
RECORD JULY INTEREST CENTEN										
RECORD AUG INTEREST CENTTEN										
INTEREST INCOME CENTENNIAL										
INTEREST INCOME SPECIAL GRANT										
INTEREST INCOME SPECIAL GRANT										
INTEREST INCOME CENTENNIAL										
INTEREST INCOME-CENTENNIAL										
INTEREST INCOME-CENTENNIAL										
INTEREST INCOME-CENTENNIAL										
INTEREST INCOME-CENTENNIAL										