



*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 3, 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 - October 6, 2025
4. Communications
5. Reports and Committee Reports
  - a. Finance Committee
  - b. Property Committee
  - c. Policy Committee
  - d. Strategic Planning Committee
  - e. Library Director's Report
    - i. September 2025 Statistics
    - ii. YTD Budget 10.27.25

- f. City Council Liaison Report
- g. Friends of the Library
- h. Community Outreach Committee
- 6. Old Business
  - a. Review FY27 Budget Draft and take any action as needed.
- 7. New Business
  - a. Thanksgiving Eve - Library closing on Wednesday, November 26, 2025 at 5:00 p.m.
  - b. 2026 Meeting Calendar
- 8. Adjournment

PER ORDER OF THE CHAIRPERSON  
*Pina Salvatore*

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, OCTOBER 6, 2025

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

**ATTENDEES:** Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Pina Salvatore, and Council Liaison Sebastian Panioto (arrived at 6:36 p.m.).  
Library Director Deborah Prozzo

Absent: Kimberly Ploszaj and Danielle Rivard.  
Assistant Library Director Scott Stanton.

Item 1- Call to order

Chairperson Salvatore called the meeting to order at 6:30 p.m.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

**Director Carpenter MOVED to approve the Minutes of the September 8, 2025 Regular Meeting. Seconded by Director Frenette. All in favor. None opposed. Motion passed.**

Item 4- Communications

Library Director Prozzo received an email from Barbara O'Neill resigning from the Library Board effective immediately. Barbara also notified the mayor's office. Debbie has not heard anything about a new appointment yet.

Item 5- Reports and Committee Reports

a. Finance Committee

Director Carpenter stated that the Finance Committee met at 5:30 p.m. for an informational meeting to discuss the FY27 budget, the needs going forward, and the timeline. They offered their support and will advocate for the library to get the funds it needs to operate. Library Director Prozzo will have a rough draft of the proposed budget ready for the meeting on November 3<sup>rd</sup> so the Library Board can vote on it at the December meeting. She will then send it to the Comptroller's to get in the queue for review after the first of the year. The budget will be put together based on our needs, not with the idea of holding the line, because you can only do that for so many years. We need to have some growth in our budget.

Vote to accept or reinvest quarterly distributions from Main Street Community Foundation.

Director Jakubowski MOVED to accept the Bristol Libraries Fund 4th quarterly 2025 distribution of \$1,180.00. Seconded by Director Carpenter. All in favor. None opposed. Motion passed.

Director Kapchensky MOVED to accept the Samuel Goodsell Library Fund 4th quarterly 2025 distribution of \$7,922.50. Seconded by Director Frenette. All in favor. None opposed. Motion passed.

Director Kanachowski MOVED to re-invest the Manross Memorial Library Fund 4th quarterly 2025 distribution of \$28,190.00. Seconded by Director Carpenter. All in favor. None opposed. Motion passed.

Director Kapchensky inquired about the Frederick Manross Fund which we share with the Bristol Hospital. Library Director Prozzo explained that an annual distribution of approximately \$30,000 gets sent from Main Street directly to the Comptroller's. The account balance is approximately \$800,000. She's notified by letter after the deposit is made.

b. Property Committee

Director Kapchensky reported that last month they had a meeting at Manross with the designer to plan out the Cawley garden. They started planting today and should be done tomorrow. Many volunteers from the Friends helped. Next week, the mulching will be done. Director Kapchensky took pictures. There will be a dedication.

c. Policy Committee

No Report.

d. Strategic Planning Committee

No Report.

Chairperson Salvatore reminded the Board that the Strategic Planning Committee will have an informational meeting at 5:30 p.m. just prior to the November Library Board meeting. Everyone's invited to attend. Library Director Prozzo stated that we need to do an annual review of our strategic plan.

e. Library Director's Report

The Library Board did not have any questions regarding the August 2025 statistics or YTD Budget 9.30.25.

Highlight: We had a great Library Card Sign-up Month. Staff worked very hard to increase the number of cardholders. Right now, we are at 15,790. That's an improvement, but we'd like to be up over 20,000 for a city this size.

Vacancies: Interviews for the Computer Lab position were supposed to be held on September 22<sup>nd</sup> but they were pushed out because of Mark Bolduc's funeral that day. I haven't heard if they've been rescheduled. Interviews for the Reference Supervisor position will be held on Wednesday. So, we are still short-staffed. People have been working overtime to cover various departments. It has been a difficult few months.

Book Ordering: Baker & Taylor, our primary book vendor, has gone bankrupt. The company that was supposed to buy them out backed off because they did not want to take over the debt. I've spent the last week strategizing, moving money, increasing POs, and meeting with competitors. We will use Amazon as our short-term book supplier. We have Amazon Business Prime and will order through their special book division. We're looking at \$4,000 worth of books for the Adult Dept. at the Main Library and \$2,000 for Children's. We haven't got the total for Manross yet. Courtney Hanson (Technical Services Coordinator), Ruth (Admin), and I have done a lot of work setting up accounts, running reports, submitting change orders, closing POs, etc. Going forward, we will use Ingram. We are waiting for approval so we can start staff training on their ordering platform. This impacts our service to the community because books are our business. We are hustling to get all of this in place so that we can continue to serve the public. The Purchasing Department and the Comptroller's Department have been notified.

f. City Council Liaison Report

No Report.

Chairperson Salvatore thanked Council Liaison Panioto for his support. Next month will be his last meeting.

g. Friends of the Library

Chairperson Salvatore reported that the special book sale held on September 26<sup>th</sup> & 27<sup>th</sup> was a success. The Friends raised \$750. Thank you to Rose Ann, Sheila, and all the Friends' volunteers. There are plans to do this again sometime next year.

Chairperson Salvatore is the Friends' bookstore volunteer chair. The bookstore is currently open Monday, Wednesday, and Saturday from 11:00 a.m. to 1:00 p.m. I'm working on adding Thursday from 5:00 p.m. to 7:00 p.m. beginning November 1<sup>st</sup>. I'm recruiting and training new volunteers. We'll have to do some advertising.

Chairperson Salvatore made a correction to last month's report. When the Bristol Historical Society selected the Friends of the Library as a recipient of the 2025 Community Service Award, the Friends received a check for \$150, not \$200, as previously reported.

Chairperson Salvatore stated that the Author Luncheon will be held on June 11<sup>th</sup> and the Reveal will be on March 24<sup>th</sup>. The method for purchasing tickets is changing to a mail-in or drop-off system. We hope this eliminates the long lines and waiting time. Director Kapchensky asked if Bristol residents will be given first dibs on tickets. Director Kanachovski feels that Bristol residents should be given first shot at getting tickets because Manross Trust Fund money is used for the event. Chairperson Salvatore explained that Rose Ann is still working on the plan.

h. Community Outreach Committee

No Report.

Item 6- Old Business

Library Director Prozzo will submit the Approved Minutes from the September Library Board meeting to the state for final approval of the new policies. She received an email today explaining that we will receive \$1,442 for the state initiative grant for doing the policies and \$3,833 (not \$3,983) for the borrowIT grant for lending out items to other libraries. She thanked the Board for approving the policies so we can get that money, all of which has to be spent on books. Chairperson Salvatore thanked Library Director Prozzo for all her hard work.

Item 7- New Business

None.

Item 8- Adjournment

There being no further business, **Director Carpenter made a MOTION to adjourn the meeting at 7:03 p.m. Seconded by Director Kapchensky. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

*This meeting was digitally recorded.*

## **LIBRARY DIRECTOR'S REPORT**

November 2025

### **1) September Statistical Highlights**

- Overall circulation increased by 3%. Downloadable audio was up 39%, and Hoopla usage rose 28%.
- Interlibrary Loan (ILL) loans to other libraries increased by 21%.
- Program attendance numbers were up across all departments.
- Foot traffic increased by 13%.
- Wi-Fi sessions and website visits decreased, and there are no Computer Lab statistics since the position remains vacant.

### **2) Monthly Budget Report (as of October 27, 2025 – last year's percentages in parentheses)**

- Revenue: 40.2% (35.8%)
- Main Library: 40.6% (37.7%) – Spending is in line with last year. As we move into colder weather, we will monitor Natural Gas and Public Utilities line items. Program Supplies is temporarily running in the negative while waiting for Baker & Taylor purchase orders to be closed.
- Children's Library: 121.6% (80.2%) – Program Supplies is temporarily running in the negative while waiting for Baker & Taylor purchase orders to be closed.
- Manross Library: 48.9% (41.5%) – Program Supplies is temporarily running in the negative while waiting for Baker & Taylor purchase orders to be closed. Manross Trust Funds have now been carried over, and available funds are up to date.
- Goodsell & Bristol Libraries Trust Funds: 50.9% (29.3%) – Trust Funds have been carried over, and available funds are up to date.
- Centennial Fund Interest Account: \$47,036.34 includes interest through August 31, 2025.

### **3) Library News**

- The Computer Lab position has been filled, and the new staff member begins November 10, the same day the new Supervisor of Information Services starts.
- Following up on the Baker & Taylor vendor situation: the library has now signed on with Ingram and placed orders for all departments. The transition required extensive work, including running backorder lists to identify items that were never received from Baker & Taylor.

### **4) Looking Ahead**

- Sunday Hours will begin January 4 and continue through March 22, 2026, from 1:00–5:00 p.m.
- Winter Reading for Adults runs December 1 – February 28. The Friends have provided prizes for the program, and we thank them for their support.
- Children's Department: Preparing for the next session of storytimes and special winter programs.
- Manross Library: Will feature a variety of programs for all ages as part of its Be Well series, including the Memory Café, ESL Chat, and Silent Book Club.
- Main Library: Staff are collaborating on a lobby refresh project, with plans to include a coffee station similar to the one in the Friends Café on the second floor.

## STATISTICS

|                             | September 2025 |           |              | September 2024 |           |              |         |         |
|-----------------------------|----------------|-----------|--------------|----------------|-----------|--------------|---------|---------|
|                             | Bristol Main   | Manross   | System Total | Bristol Main   | Manross   | System Total | inc/dec | percent |
| <b>Circulation</b>          |                |           |              |                |           |              |         |         |
| Adult                       | 6,397          | 2,599     | 8,996        | 6,524          | 2,674     | 9,198        | -202    | -2%     |
| Juvenile                    | 6,773          | 1,267     | 8,040        | 6,666          | 1,399     | 8,065        | -25     | 0%      |
| Young Adult                 | 510            | 69        | 579          | 477            | 86        | 563          | 16      | 3%      |
| Other                       | 0              | 0         | 0            | 4              | 0         | 4            | -4      | -100%   |
| Total                       | 13,680         | 3,935     | 17,615       | 13,671         | 4,159     | 17,830       | -215    | -1%     |
| E-Books/Magazines           | 1,414          |           | 1,414        | 1,365          |           | 1,365        | 49      | 4%      |
| Downloadables               | 1,396          |           | 1,396        | 1,005          |           | 1,005        | 391     | 39%     |
| Hoopla/Kanopy               | 1,865          |           | 1,865        | 1,455          |           | 1,455        | 410     | 28%     |
| <b>Grand Total</b>          | 18,355         | 3,935     | 22,290       | 17,496         | 4,159     | 21,655       | 635     | 3%      |
|                             |                |           |              |                |           |              |         |         |
| <b>Reference</b>            |                |           |              |                |           |              |         |         |
| # of questions              | 1,690          | 595       | 2,285        | 1,718          | 453       | 2,171        | 114     | 5%      |
| # of Tech questions         | 232            | 126       | 358          | 250            | 147       | 397          |         |         |
| Internet Usage              | 1,152          | 337       | 1,489        | 1,097          | 299       | 1,396        | 93      | 7%      |
| Database Usage              | 1,752          |           | 1,752        | 2,787          |           | 2,787        | -1035   | -37%    |
| <b>Interlibrary</b>         |                |           |              |                |           |              |         |         |
| <b>Loans</b>                |                |           |              |                |           |              |         |         |
| BPL as Borrower             | 1,093          | 353       | 1,446        | 792            | 289       | 1,081        | 365     | 34%     |
| BPL as Lender               | 1,843          | 547       | 2,390        | 1,620          | 359       | 1,979        | 411     | 21%     |
|                             |                |           |              |                |           |              |         |         |
| <b>Bristol Room</b>         |                |           |              |                |           |              |         |         |
| # of persons                | 37             |           | 37           | 37             |           | 37           | 0       | 0%      |
| # of items                  | 151            |           | 151          | 61             |           | 61           | 90      | 148%    |
|                             |                |           |              |                |           |              |         |         |
| <b>Tech. Serv.</b>          |                |           |              |                |           |              |         |         |
| <b>Items Cataloged</b>      |                |           |              |                |           |              |         |         |
| Adult                       | 195            | 55        | 250          | 302            | 74        | 376          | -126    | -34%    |
| Juvenile                    | 174            | 34        | 208          | 71             | 52        | 123          | 85      | 69%     |
| <b>Total</b>                | 369            | 89        | 458          | 373            | 126       | 499          | -41     | -8%     |
| <b>Items Withdrawn</b>      | 510            |           | 510          | 496            |           | 496          | 14      | 3%      |
|                             |                |           |              |                |           |              |         |         |
| <b>Programs</b>             |                |           |              |                |           |              |         |         |
| # of Programs               |                |           |              |                |           |              |         |         |
| Adult                       | 16             | 18        | 34           | 17             | 16        | 33           | 1       | 3%      |
| Juvenile                    | 44             | 5         | 49           | 20             | 7         | 27           | 22      | 81%     |
| Young Adult                 | 10             | 0         | 10           | 11             | 0         | 11           | -1      | -9%     |
| <b>Total</b>                | 70             | 23        | 93           | 48             | 23        | 71           | 22      | 31%     |
| <b># in Attendance</b>      |                |           |              |                |           |              |         |         |
| Adult                       | 489            | 575       | 1,064        | 545            | 137       | 682          | 382     | 56%     |
| Juvenile                    | 1,061          | 159       | 1,220        | 739            | 76        | 815          | 405     | 50%     |
| Young Adult                 | 203            | 0         | 203          | 73             | 12        | 85           | 118     | 139%    |
| <b>Total</b>                | 1,753          | 734       | 2,487        | 1,357          | 225       | 1,582        | 905     | 57%     |
|                             |                |           |              |                |           |              |         |         |
| <b>Patron Registrations</b> |                |           |              |                |           |              |         |         |
| Adult                       | 135            |           |              | 143            |           |              |         |         |
| Children's/YA               | 61             |           |              | 58             |           |              |         |         |
| <b>Total</b>                | 196            | 42        | 238          | 201            | 34        | 235          | 3       | 1%      |
|                             |                |           |              |                |           |              |         |         |
| <b>Patron Visits</b>        | 10,536         | 3,694     | 14,230       | 9,349          | 3,203     | 12,552       | 1678    | 13%     |
|                             |                |           |              |                |           |              |         |         |
| <b>Meeting Room</b>         |                |           |              |                |           |              |         |         |
| Bookings                    | 32             | 8         | 40           | 32             | 7         | 39           | 1       | 3%      |
| Attendance                  | 882            | 61        | 943          | 450            | 39        | 489          | 454     | 93%     |
|                             |                |           |              |                |           |              |         |         |
| <b>Computer Lab*</b>        | Phone/Email    | In-Person | Total        | Phone/Email    | In-Person | Total        |         |         |
| *Position still vacant      |                |           |              | 17             | 86        | 103          | -103    | -100%   |
| <b>WiFi Sessions**</b>      | 8,723          |           | 8,723        | 20,893         |           | 20,893       | -12170  | -58%    |
| <b>Website Visits</b>       | 40,254         |           | 40,254       | 43,583         |           | 43,583       | -3329   | -8%     |
| **Software glitch last year |                |           |              |                |           |              |         |         |

# CITY OF BRISTOL

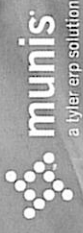


## REVENUE

FOR 2026 13

| ACCOUNTS FOR:<br>001 GENERAL FUND | ORIGINAL<br>APPROP | TRANSFERS/<br>ADJUSTMENTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------------------------|--------------------|---------------------------|-------------------|--------------|--------------|---------------------|-------------|
| <b>0016010 MAIN LIBRARY</b>       |                    |                           |                   |              |              |                     |             |
| 0016010 421001 LIBRARY FINES      | -3,700             | 0                         | -3,700            | -1,364.79    | .00          | -2,335.21           | 36.9%       |
| 0016010 450102 COPIER CHARGES     | -15,000            | 0                         | -15,000           | -5,092.29    | .00          | -9,907.71           | 33.9%       |
| 0016010 450313 LIBRARY RENTALS    | -2,000             | 0                         | -2,000            | -1,855.00    | .00          | -145.00             | 92.8%       |
| TOTAL MAIN LIBRARY                | -20,700            | 0                         | -20,700           | -8,312.08    | .00          | -12,387.92          | 40.2%       |
| TOTAL GENERAL FUND                | -20,700            | 0                         | -20,700           | -8,312.08    | .00          | -12,387.92          | 40.2%       |
| TOTAL REVENUES                    | -20,700            | 0                         | -20,700           | -8,312.08    | .00          | -12,387.92          |             |

## CITY OF BRISTOL



## MAIN LIBRARY

FOR 2026-13

| ACCOUNTS FOR:<br>001        | GENERAL FUND     | ORIGINAL<br>APPROP | TRANSFERS/<br>ADJUSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------------------|------------------|--------------------|-------------------------|-------------------|--------------|--------------|---------------------|-------------|
| <b>0016010 MAIN LIBRARY</b> |                  |                    |                         |                   |              |              |                     |             |
| 0016010 514000              | REGULAR WAGES    | 1,538,315          | 6,645                   | 1,544,960         | 414,021.89   | .00          | 1,130,938.11        | 26.8%       |
| 0016010 515100              | OVERTIME WAGES & | 60,915             | 0                       | 60,915            | 11,978.52    | .00          | 48,936.48           | 19.7%       |
| 0016010 515200              | PARTTIME WAGES & | 62,375             | 0                       | 62,375            | 16,935.59    | .00          | 45,439.41           | 27.2%       |
| 0016010 517000              | OTHER WAGES      | 5,500              | 0                       | 5,500             | 1,382.34     | .00          | 4,117.66            | 25.1%       |
| 0016010 531000              | PROFESSIONAL FEE | 87,000             | 0                       | 87,000            | 64,249.40    | 20,729.60    | 2,021.00            | 97.7%       |
| 0016010 541000              | PUBLIC UTILITIES | 75,000             | 0                       | 75,000            | 26,314.02    | 48,685.98    | .00                 | 100.0%      |
| 0016010 541100              | WATER & SEWER CH | 3,500              | 0                       | 3,500             | 835.12       | 2,664.88     | .00                 | 100.0%      |
| 0016010 543000              | REPAIRS & MAINT  | 44,000             | 0                       | 44,000            | 15,793.14    | 16,417.63    | 11,789.23           | 73.2%       |
| 0016010 553000              | TELEPHONE        | 8,600              | 0                       | 8,600             | 3,749.14     | 4,850.86     | .00                 | 100.0%      |
| 0016010 553100              | POSTAGE          | 3,000              | 0                       | 3,000             | 842.16       | 1,157.84     | 1,000.00            | 66.7%       |
| 0016010 554000              | TRAVEL REIMBURSE | 400                | 0                       | 400               | 36.72        | .00          | 363.28              | 9.2%        |
| 0016010 555000              | PRINTING & BINDI | 7,000              | 0                       | 7,000             | 990.10       | 5,609.90     | 400.00              | 94.3%       |
| 0016010 561400              | MAINT SUPPLIES & | 7,200              | 0                       | 7,200             | 86.17        | 6,314.33     | 799.50              | 88.9%       |
| 0016010 561800              | PROGRAM SUPPLIES | 130,000            | 0                       | 130,000           | 24,769.02    | 126,515.66   | -21,284.68          | 116.4%      |
| 0016010 562200              | NATURAL GAS      | 20,000             | 0                       | 20,000            | 1,857.03     | 18,142.97    | .00                 | 100.0%      |
| 0016010 569000              | OFFICE SUPPLIES  | 2,200              | 0                       | 2,200             | 565.89       | 1,234.11     | 400.00              | 81.8%       |
| TOTAL MAIN LIBRARY          |                  | 2,055,005          | 6,645                   | 2,061,650         | 584,406.25   | 252,323.76   | 1,224,919.99        | 40.6%       |
| TOTAL GENERAL FUND          |                  | 2,055,005          | 6,645                   | 2,061,650         | 584,406.25   | 252,323.76   | 1,224,919.99        | 40.6%       |
| TOTAL EXPENSES              |                  | 2,055,005          | 6,645                   | 2,061,650         | 584,406.25   | 252,323.76   | 1,224,919.99        |             |

# CITY OF BRISTOL

## CHILDREN'S LIBRARY



FOR 2026 13

| ACCOUNTS FOR:<br>001 GENERAL FUND | ORIGINAL<br>APPROP | TRANSFERS/<br>ADJUSTMENTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------------------------|--------------------|---------------------------|-------------------|--------------|--------------|---------------------|-------------|
| <b>0016011 CHILDREN'S LIBRARY</b> |                    |                           |                   |              |              |                     |             |
| 0016011 531000 PROFESSIONAL FEE   | 9,000              | 0                         | 9,000             | 7,225.15     | .00          | 1,774.85            | 80.3%       |
| 0016011 561800 PROGRAM SUPPLIES   | 50,000             | 0                         | 50,000            | 6,347.47     | 58,177.43    | -14,524.90          | 129.0%      |
| TOTAL CHILDREN'S LIBRARY          | 59,000             | 0                         | 59,000            | 13,572.62    | 58,177.43    | -12,750.05          | 121.6%      |
| TOTAL GENERAL FUND                | 59,000             | 0                         | 59,000            | 13,572.62    | 58,177.43    | -12,750.05          | 121.6%      |
| TOTAL EXPENSES                    | 59,000             | 0                         | 59,000            | 13,572.62    | 58,177.43    | -12,750.05          |             |

## CITY OF BRISTOL



## MANROSS LIBRARY

FOR 2026 13

| ACCOUNTS FOR:<br>001           | GENERAL FUND      | ORIGINAL<br>APPROP | TRANSFRS/<br>ADJUSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------------------|-------------------|--------------------|------------------------|-------------------|--------------|--------------|---------------------|-------------|
| <b>0016012 MANROSS LIBRARY</b> |                   |                    |                        |                   |              |              |                     |             |
| 0016012 514000                 | REGULAR WAGES     | 242,710            | 1,685                  | 244,395           | 68,479.05    | .00          | 175,915.95          | 28.0%       |
| 0016012 515100                 | OVERTIME WAGES &  | 6,715              | 0                      | 6,715             | 1,889.38     | .00          | 4,825.62            | 28.1%       |
| 0016012 515200                 | PARTTIME WAGES &  | 72,440             | 0                      | 72,440            | 19,827.00    | .00          | 52,613.00           | 27.4%       |
| 0016012 531000                 | PROFESSIONAL FEE  | 24,000             | 0                      | 24,000            | 6,163.59     | 17,835.87    | .54                 | 100.0%      |
| 0016012 541000                 | PUBLIC UTILITIES  | 24,000             | 0                      | 24,000            | 11,936.18    | 12,063.82    | .00                 | 100.0%      |
| 0016012 541100                 | WATER & SEWER CH  | 23,600             | 0                      | 23,600            | 223.16       | 376.84       | .00                 | 100.0%      |
| 0016012 543000                 | REPAIRS & MAINT   | 7,000              | 0                      | 7,000             | 3,497.00     | 2,793.14     | 709.86              | 89.9%       |
| 0016012 561400                 | MAINT SUPPLIES &  | 1,500              | 0                      | 1,500             | 78.47        | 921.53       | 500.00              | 66.7%       |
| 0016012 561800                 | PROGRAM SUPPLIES  | 50,000             | 0                      | 50,000            | 4,877.95     | 73,760.64    | -28,638.59          | 157.3%      |
| 0016012 562200                 | NATURAL GAS       | 10,000             | 0                      | 10,000            | 584.80       | 9,415.20     | .00                 | 100.0%      |
| 0016012 589100                 | MANRS MISCELLANEO | 0                  | 92,876                 | 92,876            | 24,934.88    | 1,379.60     | 66,561.52           | 28.3%       |
| TOTAL MANROSS LIBRARY          |                   | 438,965            | 94,561                 | 533,526           | 142,491.46   | 118,546.64   | 272,487.90          | 48.9%       |
| TOTAL GENERAL FUND             |                   | 438,965            | 94,561                 | 533,526           | 142,491.46   | 118,546.64   | 272,487.90          | 48.9%       |
| TOTAL EXPENSES                 |                   | 438,965            | 94,561                 | 533,526           | 142,491.46   | 118,546.64   | 272,487.90          |             |

# CITY OF BRISTOL



## MANROSS LIBRARY TRUST FUND EXPENDITURES

| JOURNAL DETAIL 2026 1 TO 2026 13 |                   |                   |                 |                       |                |                      |                                |                  |          |
|----------------------------------|-------------------|-------------------|-----------------|-----------------------|----------------|----------------------|--------------------------------|------------------|----------|
| FOR 2026 13                      | ACCOUNTS FOR: 001 | GENERAL FUND      | ORIGINAL APPROP | TRANSFERS/ADJUSTMENTS | REVISED BUDGET | YTD EXPENDED         | ENCUMBRANCES                   | AVAILABLE BUDGET | PCT USED |
| <b>0016012 MANROSS LIBRARY</b>   |                   |                   |                 |                       |                |                      |                                |                  |          |
| 0016012                          | 589100            | MANRS MISCELLANEO | 0               | 92,876                | 92,876         | 24,934.88            | 1,379.60                       | 66,561.52        | 28.3%    |
| 2026/01/000105                   | 07/10/2025        | API               | 3,249.32        | VND 013266            | VCH            | LIBRARY CONNECTION   | OVERDRIVE PROGRAM PARTICIPATIO | 530723           |          |
| 2026/01/000107                   | 07/08/2025        | API               | 250.00          | VND 040310            | VCH            | THE MOTHER HIVE LLC  | HOLISTIC APPROACHES TO MIDLIFE | 530700           |          |
| 2026/01/000171                   | 07/17/2025        | API               | 250.00          | VND 000352            | VCH            | FAMILY CENTER, INC   | BUBBLE EXPLORATION PROGRAM 7/1 | 530894           |          |
| 2026/01/000171                   | 07/17/2025        | API               | 500.00          | VND 040370            | VCH            | VBK CO               | VICTORIA KANN AUTHOR VISIT 7/1 | 530917           |          |
| 2026/01/000177                   | 07/21/2025        | API               | 250.00          | VND 026679            | VCH            | JONES JUDI ANN       | INTERACTIVE HOOP DANCING PROGR | 530979           |          |
| 2026/01/000304                   | 07/29/2025        | API               | 535.70          | VND 013266            | VCH            | LIBRARY CONNECTION   | WOWBERRY SPONSORSHIP 7/1/25 -  | 531226           |          |
| 2026/01/000304                   | 07/29/2025        | API               | 240.00          | VND 019277            | VCH            | CT HISTORICAL SOC    | SOMETHING OLD, SOMETHING NEW P | 531229           |          |
| 2026/01/000304                   | 07/29/2025        | API               | 450.00          | VND 040401            | VCH            | HOSMER MOUNTAIN BOYS | PICKIN' THROUGH BLUEGRASS HIST | 531240           |          |
| 2026/02/000182                   | 08/19/2025        | API               | 4,168.23        | VND 031441            | VCH            | MIDWEST TAPE LLC     | HOOLA DIGITAL CONTENT MONTH E  | 11000258         |          |
| 2026/02/000190                   | 08/15/2025        | API               | 350.00          | VND 031833            | VCH            | CHRISTINE'S CRITTERS | EDUCATIONAL WILDLIFE PROGRAM 9 | 531742           |          |
| 2026/02/000190                   | 08/15/2025        | API               | 250.00          | VND 040446            | VCH            | BURNS MICHELLE       | GILBERT THE PARTY PIG VISIT -  | 531757           |          |
| 2026/02/000190                   | 08/15/2025        | API               | 250.00          | VND 040455            | VCH            | GUARNIERI JULIANNE   | RHYTHM AND ANIMALS DANCE PROGR | 531759           |          |
| 2026/03/000087                   | 09/05/2025        | API               | 100.00          | VND 040562            | VCH            | LAGASSE THOMAS       | POETRY AS MEMOIR PROGRAM 9/6/2 | 532202           |          |
| 2026/03/000114                   | 09/09/2025        | API               | 249.99          | VND 030288            | VCH            | CITY TRUE VALUE HARD | ECHO TRIMMER GAS-POWERED WEED  | 532265           |          |
| 2026/03/000114                   | 09/09/2025        | API               | 325.00          | VND 040512            | VCH            | HENNA BY ELYSE LLC   | EDUCATIONAL HENNA PROGRAM 10/1 | 532276           |          |
| 2026/03/000166                   | 09/15/2025        | API               | 1,379.41        | VND 002403            | VCH            | DEMCO SOFTWARE       | TWO METAL BOOK TRUCKS          | 532363           |          |
| 2026/03/000168                   | 09/16/2025        | API               | 3,977.69        | VND 031441            | VCH            | MIDWEST TAPE LLC     | DIGITAL DOWNLOADABLE CONTENT   | 11000304         |          |
| 2026/03/000227                   | 09/16/2025        | API               | 500.00          | VND 040514            | VCH            | DWYER GREGORY        | "THIS IS HALLOWEEN" PROGRAM 10 | 532521           |          |
| 2026/03/000227                   | 09/16/2025        | API               | 100.00          | VND 040562            | VCH            | LAGASSE THOMAS       | POETRY AS MEMOIR PROGRAM 9/6/2 | 532522           |          |
| 2026/03/000309                   | 09/19/2025        | API               | 250.00          | VND 040567            | VCH            | HADDAD DOUGLAS       | BOOK EVENT - SPEAKING PROGRAM  | 532616           |          |
| 2026/04/000076                   | 10/06/2025        | API               | 100.00          | VND 040562            | VCH            | LAGASSE THOMAS       | POETRY AS MEMOIR PROGRAM 9/6/2 | 533062           |          |
| 2026/04/000100                   | 10/07/2025        | API               | 3,919.54        | VND 031441            | VCH            | MIDWEST TAPE LLC     | DOWNLOADABLE DIGITAL CONTENT   | 11000348         |          |
| 2026/04/000147                   | 10/09/2025        | API               | 1,395.00        | VND 040559            | VCH            | DO ART PRODUCTIONS L | COMIC BOOK WORKSHOP PROGRAM 11 | 533154           |          |
| 2026/04/000191                   | 10/16/2025        | API               | 1,040.00        | VND 013265            | VCH            | CONNECTICUT LIBRARY  | CLC MEMBERSHIP DUES PUBLIC LIB | 533253           |          |
| 2026/04/000212                   | 10/17/2025        | API               | 990.00          | VND 036414            | VCH            | WHOFI                | LIBRARY LICENSE RENEWAL 10/1/2 | 533294           |          |
| 2026/04/000239                   | 10/20/2025        | API               | 375.00          | VND 015988            | VCH            | POPIELARCZYK ED      | MAGIC SHOW 11/4/25             | 533317           |          |
| 2026/04/000265                   | 10/20/2025        | API               | 190.00          | VND 002451            | VCH            | ENVIRONMENTAL LEARNI | TURKEY TIME OUT TO SCHOOL PROG | 533413           |          |
| 2026/04/000265                   | 10/20/2025        | API               | 300.00          | VND 040502            | VCH            | SMITH DENISE         | PINECONE FLOWER ART PROGRAM 11 | 533434           |          |
| TOTAL MANROSS LIBRARY            |                   |                   | 0               | 92,876                | 92,876         | 24,934.88            | 1,379.60                       | 66,561.52        | 28.3%    |
| TOTAL GENERAL FUND               |                   |                   | 0               | 92,876                | 92,876         | 24,934.88            | 1,379.60                       | 66,561.52        | 28.3%    |
| TOTAL EXPENSES                   |                   |                   | 0               | 92,876                | 92,876         | 24,934.88            | 1,379.60                       | 66,561.52        |          |



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FOR 2026 13 JOURNAL DETAIL 2026 1 TO 2026 13

Report generated: 10/27/2025 10:32  
User: DeborahProzzo  
Program ID: glytdbud

# CITY OF BRISTOL

## CENTENNIAL FUND



| FOR 2026.13 JOURNAL DETAIL 2026 1 TO 2026.13 |            |                    |                 |                   |                |            |              |                  |             |
|----------------------------------------------|------------|--------------------|-----------------|-------------------|----------------|------------|--------------|------------------|-------------|
| ACCOUNTS FOR: 106                            | SPECIAL    | GRANTS & DONATIONS | ORIGINAL APPROP | TRANSFRS/ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
| <b>1066010 LIBRARY</b>                       |            |                    |                 |                   |                |            |              |                  |             |
| 1066010                                      | 460000     | INTEREST INCOME    | 0               | -24,745           | -24,745        | -71,781.34 | .00          | 47,036.34        | 290.1%      |
| 2026/01/000391                               | 07/30/2025 | GEN                | -160.74 REF JP  |                   |                |            |              |                  |             |
| 2026/02/000348                               | 08/31/2025 | GEN                | -258.47 REF JP  |                   |                |            |              |                  |             |
| INTEREST INCOME CENTENNIAL                   |            |                    |                 |                   |                |            |              |                  |             |
| TOTAL LIBRARY                                |            |                    | 0               | -24,745           | -24,745        | -71,781.34 | .00          | 47,036.34        | 290.1%      |
| TOTAL SPECIAL GRANTS & DONATIONS             |            |                    | 0               | -24,745           | -24,745        | -71,781.34 | .00          | 47,036.34        | 290.1%      |
| TOTAL REVENUES                               |            |                    | 0               | -24,745           | -24,745        | -71,781.34 | .00          | 47,036.34        |             |



City of Bristol  
Office of Town and City Clerk  
111 North Main Street  
Bristol, Connecticut 06010

To: Town & City Clerk

From: Bristol Public Library Board of Directors  
(Name of Board or Commission)

Contact Person: Deborah Prozzo Telephone Number: 860-584-7787 ext. 2001

Address: 5 High St., Bristol, CT 06010 E-mail Address: deborahprozzo@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Bristol Public Library Board of Directors  
(Name of Board or Commission)

| MONTH               | DATE               | TIME & PLACE OF MEETING              |
|---------------------|--------------------|--------------------------------------|
| <b>JANUARY 2026</b> | January 5, 2026    | 6:30 pm - 5 High Street, Bristol, CT |
| <b>FEBRUARY</b>     | February 2, 2026   | 6:30 pm - 5 High Street, Bristol, CT |
| <b>MARCH</b>        | March 2, 2026      | 6:30 pm - 5 High Street, Bristol, CT |
| <b>APRIL</b>        | April 6, 2026      | 6:30 pm - 5 High Street, Bristol, CT |
| <b>MAY</b>          | May 4, 2026        | 6:30 pm - 5 High Street, Bristol, CT |
| <b>JUNE</b>         | June 1, 2026       | 6:30 pm - 5 High Street, Bristol, CT |
| <b>JULY</b>         | July 6, 2026       | 6:30 pm - 5 High Street, Bristol, CT |
| <b>AUGUST</b>       | No Meeting         |                                      |
| <b>SEPTEMBER</b>    | September 14, 2026 | 6:30 pm - 5 High Street, Bristol, CT |
| <b>OCTOBER</b>      | October 5, 2026    | 6:30 pm - 5 High Street, Bristol, CT |
| <b>NOVEMBER</b>     | November 2, 2026   | 6:30 pm - 5 High Street, Bristol, CT |
| <b>DECEMBER</b>     | December 7, 2026   | 6:30 pm - 5 High Street, Bristol, CT |
| <b>JANUARY 2027</b> | January 4, 2027    | 6:30 pm - 5 High Street, Bristol, CT |

Yours very truly,

\_\_\_\_\_  
(Signature) Pina Salvatore

Chairperson

\_\_\_\_\_  
(Signature) Valina Carpenter

1<sup>st</sup> Vice Chairperson

\_\_\_\_\_  
(Date)