Bristol
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City of Bristol
Board of Library Directors

Information to Access Meeting

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Meeting ID: 640 478 2835

The Regular Meeting of the Board of Library Directors will be held on Monday, December 1, 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 - November 3, 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. October 2025 Statistics

        ii. YTD Budget 11.24.25

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

8. Adjournment

PER ORDER OF THE CHAIRPERSON
Pina Salvatore

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, NOVEMBER 3, 2025

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

ATTENDEES: Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Kimberly Ploszaj (Zoom), Danielle Rivard, and Pina Salvatore.

Library Director Deborah Prozzo, Assistant Library Director Scott Stanton, and City Council Liaison Sebastian Panioto (arrived at 6:47 p.m.)

Item 1- Call to order

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

Item 2- Public Participation

Rose Ann Chatfield, President of the Friends of the Library, and Holly Bouchard, the Publicity Chairperson, spoke about some changes to the registration process for the 2026 Author Luncheon. They will streamline the process and eliminate long in-person lines by accepting registrations only through the mail or by drop-off at the Circulation desk. After the registration period closes, they will review the forms, assign seating, and distribute tickets through the mail or by pickup at the Circulation desk. They will redesign the registration form to list a primary contact, names, and addresses. This will give the Friends more control and help prevent splitting groups. As long as a person or group has their form and money in on the day that they open the envelopes, they will be accommodated. Director Kapchensky asked if the envelopes will be numbered as the mail comes in. Rose Ann said that they are still working on that. Director Kanachovski asked if they were going to give consideration to Bristol residents first. Rose Ann explained that all Bristol residents who had their forms and money in on the first day were accommodated last year and everyone on the waitlist was called. Some groups have both Bristol and non-Bristol residents. There will still be Library Board and Book Bites tables. The Author Luncheon is wonderful publicity for the Bristol Library. It is not a fundraiser. Chairperson Salvatore thanked Rose Ann, Holly, and the volunteers for working so hard to make the Author Luncheon successful and trying to make registration as fair as possible.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve the minutes from the October 6, 2025 Regular Meeting. Seconded by Director Frenette. Director Rivard and Director Ploszaj abstained. Six in favor. None opposed. Motion passed.

Item 4- Communications

Chairperson Salvatore reminded everyone that Barbara O'Neill resigned from the Library Board last month. She sent Barbara an email and copied the Board thanking her for her service. Chairperson Salvatore read part of Barbara's reply: "I've absolutely enjoyed my tenure on the Board and I thank everyone for being so involved. The Bristol Public Library is truly one of the best in the state and it's only because of all the hard work of staff and volunteers."

Item 5- Reports and Committee Reports

a. Finance Committee

No Report.

b. Property Committee

Director Kapchensky reported that the Cawley garden at Manross was completed in September. Mr. and Mrs. Cawley visited in October to see the result. The Friends are planning on sponsoring a dedication and program in the spring when everything is in bloom. They were provided with a list of the plants and the watering instructions.

Director Kapchensky stated that the Friends would like to improve the entranceway garden at the Main Library since the head custodian passed away and he was the key person in keeping it up. She and Rose Ann met with Peter Wojtusik a week and a half ago and discussed having a 2.5-to-3-foot strip all the way around the garden and putting in crushed stone. Plants will be selected in the spring. The plan right now is to get rid of all the tall grasses that are taking over the bushes. The financing will come from the Friends' Memorial Honor Wall so it will not impact the library budget in any way. Director Kanachovski asked if the Garden Club would participate. Rose Ann stated that the Garden Club does some planting, but no big projects. Some of the Friends are very active gardeners and want to help both at Manross and the Main Library with the weeding and very basic work. Wojtusik's will do the digging and take out the old landscaping fabric sheet as part of the first stage. Chairperson Salvatore added that this garden is meant to be a tribute to past and present members of the library staff, Library Board, and Friends of the Library.

c. Policy Committee

No report.

d. Strategic Planning Committee

Director Jakubowski stated that they had an informal meeting just prior to this meeting. They discussed high-level goals for the library going forward, including ways to reach 20,000 library cards.

e. Library Director's Report

There were no questions regarding Library Director Prozzo's Report, the September Statistics, or the Year-to-Date Budget which were included in the meeting packet.

1) <u>Staff News</u>: Both the Computer Lab and the Supervisor of Information Services positions will be manned on November 10th. A custodial position will become vacant at the end of this week.

2) <u>Circulation Handout</u>: Library Director Prozzo provided everyone with a sheet of circulation figures to date for this fiscal year. It's like the annual report for the state. You can see what the higher circulating items are, physical versus digital content, breakdowns by age level, etc. July and August are traditionally the two highest months for circulation because of the summer reading programs. In September we usually see a slight drop-off. The drop-off in October could be significant because of the Baker & Taylor bankruptcy which has impacted our ability to get books in a timely fashion. We signed up with Ingram and have proceeded with our first orders. We've also been able to order items on Amazon. It's been very time-consuming for me and the Technical Services Coordinator. We are still running a negative in the Program Supply accounts because the Baker & Taylor POs are still open, perhaps because the last checks we sent have not cleared. The Comptroller's Office and the Purchasing Department are aware and will hopefully provide some clarification. We have lost close to $40,000 on the leasing side, so we cannot open another PO to get on board with another leasing company. Normally, we would lease multiple copies of the bestsellers and have sufficient stock on hand, but we can't do that. This will have an impact on our circulation. It's been a difficult time not only for staff, but also for our patrons who are looking for new items. The holds lists are very long. Other libraries are in the same boat. Eventually we'll get caught up with the backorders.

3) <u>Frederick Manross Trust Fund</u>: This trust fund is managed by Main Street Community Foundation. We share it with the Bristol Hospital. The library's 50% portion is held by the city. There's $1,064,645.88 in the account right now. This is all of the interest that's been deposited annually. The Board has appropriated funds to do the elevator project at Manross, the parking lot project, and the heating units. In response to Director Jakubowski's question about accessing the money, Library Director Prozzo explained that it takes a couple months to appropriate money from this account for a specific purpose. First, the Library Board has to approve the appropriation. Then it goes to the Board of Finance for

approval. It then moves on to the Joint Council, and finally it goes to the City Council for approval. It then takes a couple weeks to get moved into an expenditure account. If Manross Library ceases to exist, our portion goes to the Historical Society and the American Clock and Watch Museum. It does not go to the Bristol Hospital. Discussion followed regarding what would happen if the Bristol Hospital closes or joins UConn.

f. City Council Liaison Report

Council Liaison Sebastian Panioto thanked everyone in attendance for their service and time volunteering. He stated that the library's got an important mission that he believes in. He'd like to see the library stay a vital part of the town. He will continue to visit the library. Chairperson Salvatore thanked Sebastian for his four years of service to the City Council and the Library Board. She recognized him for always showing up, offering his support, and helping us reach our goals. We wish him all the best.

g. Friends of the Library Report

Chairperson Salvatore reported the following:

The donation bins are full. The Friends are unable to accept donations at either library from November 1, 2025 to March 16, 2026. The staff at the Circulation desk have information on other locations that accept donations. The Friends will continue to sell books at the Friends' bookstore, the Friends' Café on the second floor, and in the lobbies of both libraries.

The annual winter used book sale will be held from February 25, 2026 to March 1, 2026. We have a very active core group of volunteers who will come out and help with all aspects of the sale.

The holiday mini-sale will be held in the lobbies of both libraries for the whole month of December.

The Friends were able to recruit enough new volunteers to open the bookstore on Thursday evenings from 5:00 p.m. to 7:00 p.m. beginning on November 6th. The bookstore will be open 4 days a week: Monday, Wednesday, and Saturday from 11:00 a.m. to 1:00 p.m. and Thursday from 5:00 p.m. to 7:00 p.m. Assistant Library Director Stanton stated that it's excellent that the bookstore hours have been expanded to include evening hours, especially for folks who can't come during the day.

The Friends have provided prizes for the "What You're Reading" winter reading program for adults which will run from December 1, 2025 to February 28, 2026.

h. Community Outreach Committee Report

No Report.

Item 6- Old Business

a. FY27 Budget Draft

Library Director Prozzo distributed copies of the preliminary draft of the FY27 Budget. She noted that it's too soon to put in projections for the revenue accounts. Regular wages, overtime, and other wages were not included because they are still to be worked out. Part-time wages show a 3.7% increase in case minimum wage goes up. Hopefully, the professional fees line item will go up 4% for additional programming. Splitting the LCI assessment with Manross might help. We are looking at a 2-4% increase for the security guards to cover a 50 to 79 cent per hour raise. Their contract is up at the end of June. The repairs and maintenance line item has a 36% increase of $16,000. Debbie met with Don Jannazzo, the representative from Bibliotheca, regarding our RFID technology (hardware and software) for circulation. The gates are over 10 years old now and it's difficult to find parts. Don explained that they're not going to support the old technology much longer and that we're on borrowed time. They discussed leasing versus purchasing equipment. The service agreement on the hardware we purchased goes up every year. It's up around $7,000 just here at the Main Library. The up-front cost for leasing is significantly less. It would be a 5-year lease. In year 6, you've paid a little more than if you purchased the equipment outright, but because it's a lease, you get new upgrades automatically. If we were to purchase in the first year it would cost $57,710 up front with the annual renewal starting in year two of $9,890. If we lease, it will cost $22,639 with the maintenance included. At the end of 5 years, the total cost to purchase would be $100,337, whereas the total cost to lease would be $113,195. By the end of 5 years, the annual maintenance on purchased equipment is estimated to be $11,449. It makes more sense financially to lease and not get tied into old technology. With a lease, we can budget for 5 years out. Manross only has one gate. We're looking to update our self-checkout and add a self-checkout in the Children's Department. If we wanted to add one self-checkout to the Manross package, the up-front year one purchase price would be $24,003. Leasing would be $9,673. At the end of 5 years, the cost would be $42,494 for purchasing or $48,365 for leasing. Debbie suggested to the Library Board that Manross Trust Fund money be used to cover some of the cost because Manross doesn't have that big a budget for repairs and maintenance. Last year, the non-wages total was $390,915 and now, with a 5.5% increase on the Main Library side of $21,300, the non-wages total is $412,215. We don't know yet what the economic forecast will tell us about natural gas rates and public utilities. There are no changes to the Children's budget. Manross has just a slight increase on their professional fees and utilities because they don't have the solar option. Last year, Debbie asked for a very slight increase in the program supply budget, but the city did not fund that. In fact, they reduced the line item by $2,000 so she left it at $130,000 but we don't know yet if the price of books will increase. Debbie will make changes to this rough draft based on any further information and recommendations from the Board. She will have a proposed budget ready for the Board to vote on at the December meeting. We will need a quorum. She'd like to have the budget reviewed by the Comptroller's office earlier rather than later.

Director Jakubowski asked about requesting more than a 5% increase of $22,000. Library Director Prozzo replied that the amount may change because the cost of things, like the telephone, keep going up.

Director Kanachovski asked Library Director Prozzo to provide a dollar amount that would be needed from the trust funds for projects that the city won't fund. Discussion followed.

Item 7- New Business

a. **Director Carpenter MOVED to close the library on Wednesday, November 26, 2025 at 5:00 p.m. for Thanksgiving Eve. Seconded by Director Frenette. All in favor. None opposed. Motion passed.**

b. **Director Kapchensky MOVED to approve the 2026 Library Board Meeting Calendar. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.**

c. Chairperson Salvatore reviewed and summarized the "Attendance at Meetings" memorandum sent from the Town & City Clerk which references Bristol Code of Ordinances Sec. 2-9. Chairperson Salvatore requested that she, Debbie, or Ruth be notified of any change of address so that it can be reported to the Town Clerk's office so they can update their files. Chairperson Salvatore noted that when a board member resigns, state law requires that they submit their resignation in writing to the Town Clerk.

Item 8- Adjournment

There being no further business, **Director Frenette MOVED to adjourn the meeting at 7:31 p.m. Seconded by Director Rivard. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.

LIBRARIAN'S REPORT
December 2025

1) Library Statistics-October

Overview

Total circulation for October 2025 was 21,613 items, an increase of 4% compared to October 2024. While physical checkouts dipped slightly, use of digital materials continued to rise sharply. Patron visits, program attendance, and interlibrary lending activity also showed positive growth compared to last year.

Circulation

- Total circulation: 21,613 items (+4%)
- Physical materials: 16,753 items (−2%)
- Digital materials (eBooks, audiobooks, streaming): 4,860 items (+30%)

Digital formats continue to show strong gains, led by Hoopla and Kanopy, which saw a 47% increase. E-books and downloadable audio were also up 26% and 23%, respectively. Physical circulation remained stable overall, with a slight decline at both Main and Manross.

Reference & Technology Use

- Reference questions: 2,400 (−10%)
- Technology questions: 397 (−23%)
- Public computer sessions: 1,297 (−15%)
- Database use: 2,371 (−1%)
- Wi-Fi sessions: 7,608 (−69%)

The sharp Wi-Fi decrease is due to a software glitch last year, inflating prior numbers. The ongoing vacancy in the Computer Lab assistant position also impacted in-person technology support.

Interlibrary Loans

- As borrower: 1,051 (−5%)
- As lender: 2,328 (+17%)

Bristol continues to serve as a strong resource lender within the consortium, with lending activity up significantly from last year.

Technical Services

- Items cataloged: 260 (−65%)
- Items withdrawn: 534 (−12%)

Cataloging output was significantly lower than last October due to the Baker & Taylor bankruptcy, which disrupted the materials acquisition and processing workflow.

Programs

- Programs offered: 137 (+12%)
- Total attendance: 3,844 (+14%)

Juvenile and teen programs saw strong gains, up 39% and 82% respectively. Adult attendance dropped 40%, but last year's figure included special events such as the Ann Napolitano author luncheon and two Farmers Market outreach events that were not repeated this year.

Patron Activity

- New registrations: 159 (−13%)
- Visits: 14,330 (+10%)

Despite a small dip in new registrations, both Main and Manross reported more foot traffic, reflecting continued community engagement.

Meeting Rooms

- Bookings: 39 (+5%)
- Attendance: 526 (+79%)

Meeting room use continues to grow, with more groups using library spaces for community activities.

Summary

October 2025 reflected overall steady use and strong digital engagement. While cataloging and certain tech services were impacted by staffing and vendor issues, public use of the library—both in person and online—remains robust. Programming, interlibrary lending, and circulation of digital materials continue to be bright spots.

2) **Monthly Budget Report**: as of November 24, 2025 (last year's percentage are in parentheses)
    - 51.8% (56%) - Library Revenue slightly below last year's amount
    - 44.4% (45.9%) - Main Library: spending is in line with last year. Going into the colder weather so we will be watching our Natural Gas and Public Utilities line items.
    - 76.5% (84.8%) - Children's Library: on track for the year
    - 48.4% (51.1%) - Manross Library: spending is in line with last year
    - 33.1% (41.7%) – Goodsell and Main Library Trust Funds: a detailed list of expenditures is included.
    - Centennial Fund Interest: no update

3) **Library Highlights coming up for December in each department:**

The library offers a **variety of free programs for all ages** throughout December. Join us at the **Main Library** Adult and Children's and **Manross Branch** for storytimes, workshops, movies, and more!

Main Library Highlights

Special Events

- **Dec 3, 6:30 PM** – Meet Your Monger: Tasting of New England Cheeses
- **Dec 6, 2:00 PM** – Make & Take Painting Project
- **Dec 10, 11:00 AM** – Tips for Increasing Happiness
- **Dec 10, 6:30 PM** – Cocoa & Trivia
- **Dec 18, 2:00 PM** – Afternoon Movie: *Killers of the Flower Moon*
- **Dec 18, 6:30 PM** – Graphic Novel Club
- **Dec 20, 2:00 PM** – Library Coffee House: Dickens Carolers

Weekly Recurring Programs – Children's Library

Monday

- 10:00 AM – Toddler Storytime (Ages 18 months–3 years)
- 4:00 PM – STEAM Sounds (Ages 6+)
- 5:30 PM – Sewing Circle (Ages 7+)

Tuesday

- 10:00 AM – Baby Storytime (Ages 0–18 months)
- 11:30 AM – Homeschool Harmonies (Ages 5+)
- 6:30 PM – Write Nights (Ages 6+)

Wednesday

- 10:00 AM – Toddler Storytime
- 11:30 AM – Spanglish Storytime (Ages 3–5)

- 2:00 PM – Homeschool Hangouts (Tweens & Teens)
- 4:00 PM – Winter Scientists (Ages 4+)
- 5:30 PM – Bookland Adventures (All ages)

Thursday

- 10:00 AM – Toddler Storytime
- 6:00 PM – Magic Tree House Club (Ages 6+)

Friday

- 10:00 AM – All Ages Storytime
- 1:00–4:00 PM – Santa Stories & Selfies (All ages)

Saturday

- 12:30 PM – Pokémon Club (All ages)

Manross Branch Highlights

- **Dec 1** – Drop-In Make It Spicy: Spice Kits & Recipes
- **Dec 4, 11:00 AM** – Storytime, Movement, and Music
- **Dec 6, 11:30 AM–4:30 PM** – Children's Card Making & Cocoa
- **Dec 8, 2:00 PM** – Adult Movie: *Christmas in Scotland*
- **Dec 8, 6:00 PM** – Children's Movie: *The Muppet Christmas Carol*
- **Dec 11, 6:00 PM** – Holiday Jazz Piano with Stephen Page
- **Dec 12, 2:00 PM** – A Moment in Time Memory Café
- **Dec 16, 6:00 PM** – Holiday Gift Tags & Cards
- **Dec 22, 6:00 PM** – Jane Austen Night: Celebrate her 250th Birthday
- **Dec 27, 10:30 AM** – Silent Reading Meetup
- **Dec 29, 2:00 PM** – Family Magic with John Lewis

4) **Staff News**: Both the IT Specialist and the Supervisor of Information Services began on Monday, November 10. Don Smith has been veery busy with appointments and walk-ins in the Computer Lab and is currently working on setting up a schedule of classes and other special events for the lab. Doug Lord is familiarizing himself with the reference department activities and has extensive library experience. It is great to see the second floor fully staffed and once again providing full services to the public. Custodian/Maintenance position has gone to the outside and will close in another week.

Respectfully submitted,

Deborah Prozzo

STATISTICS

	October 2025			October 2024				
	Bristol Main	Manross	System Total	Bristol Main	Manross	System Total	inc/dec	percent
Circulation								
Adult	6,168	2,542	**8,710**	6,448	2,724	**9,172**	**-462**	**-5%**
Juvenile	6,191	1,352	**7,543**	6,027	1,449	**7,476**	**67**	**1%**
Young Adult	405	94	**499**	355	129	**484**	**15**	**3%**
Other	1	0	**1**	3	0	**3**	**-2**	**-67%**
Total	12,765	3,988	**16,753**	12,833	4,302	**17,135**	**-382**	**-2%**
E-Books/Magazines	1,674		**1,674**	1,325		**1,325**	**349**	**26%**
Downloadables	1,386		**1,386**	1,127		**1,127**	**259**	**23%**
Hoopla/Kanopy	1,800		**1,800**	1,227		**1,227**	**573**	**47%**
Grand Total	17,625	3,988	**21,613**	16,512	4,302	**20,814**	**799**	**4%**
# of questions	1,798	602	**2,400**	2,013	662	**2,675**	**-275**	**-10%**
# of Tech questions	245	152	**397**	336	181	**517**	**-120**	**-23%**
Internet Usage	987	310	**1,297**	1,186	340	**1,526**	**-229**	**-15%**
Database Usage	2,371		**2,371**	2,387		**2,387**	**-16**	**-1%**
Interlibrary Loans								
BPL as Borrower	745	306	**1,051**	733	374	**1,107**	**-56**	**-5%**
BPL as Lender	1,792	536	**2,328**	1,593	393	**1,986**	**342**	**17%**
Bristol Room								
# of persons	32		**32**	37		**37**	**-5**	**-14%**
# of items	83		**83**	101		**101**	**-18**	**-18%**
Tech. Serv.								
Items Cataloged								
Adult	194	39	**233**	375	101	**476**	**-243**	**-51%**
Juvenile	23	4	**27**	177	84	**261**	**-234**	**-90%**
Total	217	43	**260**	552	185	**737**	**-477**	**-65%**
Items Withdrawn	534		**534**	608		**608**	**-74**	**-12%**
Programs								
# of Programs								
Adult	14	17	**31**	16	18	**34**	**-3**	**-9%**
Juvenile	75	17	**92**	59	19	**78**	**14**	**18%**
Young Adult	14	0	**14**	10	0	**10**	**4**	**40%**
Total	103	34	**137**	85	37	**122**	**15**	**12%**
# in Attendance								
Adult	339	341	**680**	813	319	**1,132**	**-452**	**-40%**
Juvenile	2,612	392	**3,004**	1,851	303	**2,154**	**850**	**39%**
Young Adult	160	0	**160**	88	0	**88**	**72**	**82%**
Total	3,111	733	**3,844**	2,752	622	**3,374**	**470**	**14%**
Registrations								
Adult	106		**106**	123				
Children's/YA	29		**29**	37				
Total	135	24	**159**	160	22	**182**	**-23**	**-13%**
Patron Visits	10,610	3,720	**14,330**	9,922	3,151	**13,073**	**1257**	**10%**
Meeting Room								
Bookings	33	6	**39**	31	6	**37**	**2**	**5%**
Attendance	509	41	**550**	277	17	**294**	**256**	**87%**
Computer Lab*	Phone/Email	In-Person						
*position vacant				34	91	**125**	**-125**	**-100%**
WiFi Sessions	7,608		**7,608**	24,589		**24,589**	**-16,981**	**-69%**
Website Visits	33,900		**33,900**	37,185		**37,185**	**-3,285**	**-9%**

CITY OF BRISTOL

REVENUE

FOR 2026 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	-2,258.62	.00	-1,441.38	61.0%
0016010 450102 COPIER CHARGES	-15,000	0	-15,000	-6,476.72	.00	-8,523.28	43.2%
0016010 450313 LIBRARY RENTALS	-2,000	0	-2,000	-1,990.00	.00	-10.00	99.5%
TOTAL MAIN LIBRARY	-20,700	0	-20,700	-10,725.34	.00	-9,974.66	51.8%
TOTAL GENERAL FUND	-20,700	0	-20,700	-10,725.34	.00	-9,974.66	51.8%
TOTAL REVENUES	-20,700	0	-20,700	-10,725.34	.00	-9,974.66	

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CITY OF BRISTOL

MAIN LIBRARY

FOR 2026 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	1,538,315	6,645	1,544,960	524,702.75	.00	1,020,257.25	34.0%
0016010 515100	OVERTIME WAGES &	60,915	0	60,915	15,298.35	.00	45,616.65	25.1%
0016010 515200	PARTTIME WAGES &	62,375	0	62,375	21,366.52	.00	41,008.48	34.3%
0016010 517000	OTHER WAGES	5,500	0	5,500	1,753.44	.00	3,746.56	31.9%
0016010 531000	PROFESSIONAL FEE	87,000	0	87,000	67,050.44	18,348.56	1,601.00	98.2%
0016010 541000	PUBLIC UTILITIES	75,000	0	75,000	33,439.95	41,560.05	.00	100.0%
0016010 541100	WATER & SEWER CH	3,500	0	3,500	835.12	2,664.88	.00	100.0%
0016010 543000	REPAIRS & MAINTE	44,000	0	44,000	21,404.26	12,281.51	10,314.23	76.6%
0016010 553000	TELEPHONE	8,600	0	8,600	4,729.06	3,870.94	.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	1,469.59	5,130.41	400.00	94.3%
0016010 561400	MAINT SUPPLIES &	7,200	0	7,200	692.51	5,707.99	799.50	88.9%
0016010 561800	PROGRAM SUPPLIES	130,000	0	130,000	35,018.69	75,077.56	19,903.75	84.7%
0016010 562200	NATURAL GAS	20,000	0	20,000	4,559.25	15,440.75	.00	100.0%
0016010 569000	OFFICE SUPPLIES	2,200	0	2,200	1,094.56	705.44	400.00	81.8%
TOTAL MAIN LIBRARY		2,055,005	6,645	2,061,650	734,293.37	181,945.93	1,145,410.70	44.4%
TOTAL GENERAL FUND		2,055,005	6,645	2,061,650	734,293.37	181,945.93	1,145,410.70	44.4%
	TOTAL EXPENSES	2,055,005	6,645	2,061,650	734,293.37	181,945.93	1,145,410.70	

CITY OF BRISTOL

CHILDREN'S LIBRARY

FOR 2026 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	7,525.15	.00	1,474.85	83.6%
0016011 561800 PROGRAM SUPPLIES	50,000	0	50,000	7,218.30	30,402.79	12,378.91	75.2%
TOTAL CHILDREN'S LIBRARY	59,000	0	59,000	14,743.45	30,402.79	13,853.76	76.5%
TOTAL GENERAL FUND	59,000	0	59,000	14,743.45	30,402.79	13,853.76	76.5%
TOTAL EXPENSES	59,000	0	59,000	14,743.45	30,402.79	13,853.76	

CITY OF BRISTOL

MANROSS LIBRARY

FOR 2026 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	242,710	1,685	244,395	87,121.01	.00	157,273.99	35.6%
0016012 515100 OVERTIME WAGES &	6,715	0	6,715	2,533.20	.00	4,181.80	37.7%
0016012 515200 PARTTIME WAGES &	72,440	0	72,440	24,307.04	.00	48,132.96	33.6%
0016012 531000 PROFESSIONAL FEE	24,000	0	24,000	8,009.63	15,989.83	.54	100.0%
0016012 541000 PUBLIC UTILITIES	24,000	0	24,000	13,496.74	10,503.26	.00	100.0%
0016012 541100 WATER & SEWER CH	600	0	600	223.16	376.84	.00	100.0%
0016012 543000 REPAIRS & MAINTE	7,000	0	7,000	4,373.50	2,386.64	239.86	96.6%
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	7,011.90	38,553.76	4,434.34	91.1%
0016012 562200 NATURAL GAS	10,000	0	10,000	1,097.59	8,902.41	.00	100.0%
0016012 589100 MANRS MISCELLANEO	0	92,876	92,876	31,833.14	300.00	60,742.86	34.6%
TOTAL MANROSS LIBRARY	438,965	94,561	533,526	180,085.38	77,934.27	275,506.35	48.4%
TOTAL GENERAL FUND	438,965	94,561	533,526	180,085.38	77,934.27	275,506.35	48.4%
TOTAL EXPENSES	438,965	94,561	533,526	180,085.38	77,934.27	275,506.35	

CITY OF BRISTOL

MANROSS LIBRARY TRUST FUND EXPENDITURES

FOR 2026 13 — JOURNAL DETAIL 2026 1 TO 2026 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	92,876	92,876	31,833.14	300.00	60,742.86	34.6%

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	WOWBRARY 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	HOOPLA 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
2026/03/000465	09/30/2025	API	1,201.90	VND	039576	VCH	USERWAY.ORG	P-Card invoice for statement c	
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	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
2026/04/000334	10/27/2025	API	240.00	VND	019277	VCH	CT HISTORICAL SOC	BLACK HISTORY IN CT PROGRAM 11	533546
2026/04/000432	10/31/2025	API	-12.00	VND	040829	VCH	USERWAY.ORG	P-Card invoice for statement c	
2026/05/000105	11/12/2025	API	3,992.35	VND	031441	VCH	MIDWEST TAPE LLC	DIGITAL DOWNLOADABLE CONTENT	11000406
2026/05/000115	11/10/2025	API	489.60	VND	040657	VCH	PAGE STEPHEN	HOLIDAY JAZZ PIANO PROGRAM 12/	534088
2026/05/000125	11/13/2025	API	636.41	VND	032219	VCH	AMAZON.COM	BOOK & DVD PURCHASES	534113
2026/05/000273	11/19/2025	API	350.00	VND	019114	VCH	CARLE KANDIE	FASHION IN FICTION - JANE AUST	534337

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL MANROSS LIBRARY	0	92,876	92,876	31,833.14	300.00	60,742.86	34.6%

CITY OF BRISTOL

GOODSELL/MAIN LIBRARY TRUST FUND
EXPENDITURES

FOR 2026 13 | JOURNAL DETAIL 2026 1 TO 2026 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	31,582	62,642	11,424.74	13,988.60	37,228.66	40.6%
2026/01/000105 07/10/2025 API	3,635.00 VND 000664	VCH	EBSCO INFORMATION S		LEARNING EXPRESS ONLINE DATABA		530717
2026/02/000104 08/11/2025 API	498.61 VND 001634	VCH	MATTHEW BENDER & CO		CT LABOR & EMPLOYMENT REL#50 R		531518
2026/02/000128 08/13/2025 API	850.78 VND 038201	VCH	BAKER & TAYLOR LLC		BLANKET FOR BOOK PURCHASES		531608
2026/02/000180 08/18/2025 API	1,385.00 VND 002185	VCH	DOW JONES & COMPANY		THE WALL STREET JOURNAL ONLINE		531661
2026/02/000180 08/18/2025 API	450.00 VND 013265	VCH	CONNECTICUT LIBRARY		BRAIN FUSE JOB NOW SUBSCRIPTIO		531671
2026/03/000052 09/02/2025 API	1,550.00 VND 007436	VCH	VALUE LINE PUBLISHIN		VALUE LINE INVESTMENT SUBSCRIP		532103
2026/03/000069 09/04/2025 API	1,600.00 VND 038199	VCH	TRANSPARENT LANGUAGE		UNIVERSAL CLASS SUBSCRIPTION 8		532140
2026/03/000312 09/22/2025 API	754.75 VND 038201	VCH	BAKER & TAYLOR LLC		BLANKET FOR BOOK PURCHASES		532634
2026/04/000143 10/09/2025 API	190.98 VND 038201	VCH	BAKER & TAYLOR LLC		BLANKET FOR BOOK PURCHASES		533176
2026/05/000125 11/13/2025 API	498.22 VND 032219	VCH	AMAZON.COM		NONFICTION BOOK PURCHASES		534113
2026/05/000173 11/17/2025 API	11.40 VND 040687	VCH	INGRAM LIBRARY SERVI		BLANKET FOR BOOK PURCHASES		534244
0016014 589100 MAIN LIB MISCEL	4,630	9,521	14,151	.00	.00	14,151.00	.0%
TOTAL LIBRARY TRUSTS	35,690	41,103	76,793	11,424.74	13,988.60	51,379.66	33.1%
TOTAL GENERAL FUND	35,690	41,103	76,793	11,424.74	13,988.60	51,379.66	33.1%
TOTAL EXPENSES	35,690	41,103	76,793	11,424.74	13,988.60	51,379.66	