



**Library Board of Trustees
Special Meeting Agenda
Wednesday, April 17, 2024 at 5:05 PM
Brawley Public Library
400 Main Street
Brawley, California 92227**

Liz Lorenzen, President

Judy Grant, Secretary

Diana Lohr, Board Member

Leah Pendley, Board Member

Luke Hamby, City Council Liaison

Petra Ortega, Library Manager

CALL TO ORDER

ROLL CALL

1. APPROVAL OF AGENDA

2. PUBLIC APPEARANCES/COMMENTS (Not to exceed 4 minutes.) This is the time for the public to address the Library Board on any item not appearing on the agenda that is within the subject matter jurisdiction of the Board. The Board President will recognize you and when you come to the microphone, please state your name for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy. Please direct your questions and comments to the board.

Any member of the public is invited to submit public comments in advance of the meeting to be read at the meeting. Please email your questions to Portega@brawley-ca.gov or call 760-344-1891 any time before 2:00 pm, April 17, 2024.

- a. Public Comments for Items not on the Agenda

3. CONSENT AGENDA

Items are approved by one motion. Board members or members of the public may request consent items to be considered separately at a time determined by the president of the board.

- a. Approve Library Board Minutes: March 13, 2024

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: March 09, 2024 to April 12, 2024.

Pgs. 6-9

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Wednesday, May 08, 2024 @ 5:05 PM*, 400 Main Street, Brawley, California. Supporting Documents are available for public review at the Brawley Public Library, 400 Main Street, Brawley, California 92227 – Monday through Friday during Regular Business Hours. Individuals who require special accommodations are requested to give 48 hours prior notice. Contact 760-344-1891.

City of Brawley
Library Board of Trustees
Minutes March 13, 2024

The Library Board of Trustees of the City of Brawley met in regular session. Pm March 13, 2024 in the Park Meeting Room at 5:05 P.M. The Library Director attests to the posting of the Agenda pursuant to the California Government Code Section 54956.

Board President Lorenzen called the meeting to order at 5:08 P.M.

Roll Call:

Present: Grant, Lohr, Lorenzen, Ortega. Councilman Hamby

Absent: Pendley, Assistant City Manager Garcia

Approval of the Agenda:

The Agenda was approved. m/s/c. Lohr/Grant

Public appearances:

Cynthia Harvie introduced herself as someone who has applied to fill the current vacancy on the board. She's waiting for a response from the city. There is a concern from community members about the lack of information about the library in the local paper

Consent Agenda:

The consent agenda was approved. m/s/c. Lohr/Grant. This included Accounts payable from 2/17/24-3/8/24.

Librarian Report:

A screen is being installed at the main library in the Children's section that will improve audio/visual capabilities.

The Children's Literacy program is now offering a Baby and Me program to families in our community.

The summer reading program is being expanded.

The city has a new and dated web site.

Zip Books are being ordered on an ongoing basis.

The Board took a few minutes to look at the new City webpage. There was no further discussion.

Adjournment

The next meeting will be, Wednesday, April 10, 2024 @5:05 P.M.
The Board President adjourned the meeting at 6:30 P.M.

Respectfully submitted,

Judy Grant
Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 03/09/2024 - 04/12/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
<u>101-551.000-700.100</u>						
	Permanent salaries	116,922.98	13,390.24	13,390.24	0.00	130,313.22
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/19/2024	PYPKT01656	PYPKT01656 - FY 23-...	PYPKT01656 - FY 23-24 PY 03.22.2024 - Pay ...		6,697.45	123,620.43
04/05/2024	PYPKT01675	PYPKT01675 - FY 23-...	PYPKT01675 - FY 23-24 PY 04.05.2024 - Pay ...		6,692.79	130,313.22
<u>101-551.000-700.200</u>						
	Temporary salaries	46,121.93	5,246.73	5,246.73	0.00	51,368.66
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/19/2024	PYPKT01656	PYPKT01656 - FY 23-...	PYPKT01656 - FY 23-24 PY 03.22.2024 - Pay ...		2,649.18	48,771.11
04/05/2024	PYPKT01675	PYPKT01675 - FY 23-...	PYPKT01675 - FY 23-24 PY 04.05.2024 - Pay ...		2,597.55	51,368.66
<u>101-551.000-700.300</u>						
	Overtime	213.09	16.34	16.34	0.00	229.43
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/19/2024	PYPKT01656	PYPKT01656 - FY 23-...	PYPKT01656 - FY 23-24 PY 03.22.2024 - Pay ...		8.17	221.26
04/05/2024	PYPKT01675	PYPKT01675 - FY 23-...	PYPKT01675 - FY 23-24 PY 04.05.2024 - Pay ...		8.17	229.43
<u>101-551.000-710.100</u>						
	Health insurance	19,513.06	2,423.12	2,423.12	0.00	21,936.18
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/19/2024	PYPKT01656	PYPKT01656 - FY 23-...	PYPKT01656 - FY 23-24 PY 03.22.2024 - Pay ...		1,211.56	20,724.62
04/05/2024	PYPKT01675	PYPKT01675 - FY 23-...	PYPKT01675 - FY 23-24 PY 04.05.2024 - Pay ...		1,211.56	21,936.18
<u>101-551.000-710.200</u>						
	F I C A	11,903.64	1,354.31	1,354.31	0.00	13,257.95
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/19/2024	PYPKT01656	PYPKT01656 - FY 23-...	PYPKT01656 - FY 23-24 PY 03.22.2024 - Pay ...		679.30	12,582.94
04/05/2024	PYPKT01675	PYPKT01675 - FY 23-...	PYPKT01675 - FY 23-24 PY 04.05.2024 - Pay ...		675.01	13,257.95
<u>101-551.000-710.300</u>						
	P E R S	8,963.74	1,028.38	1,028.38	0.00	9,992.12
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/19/2024	PYPKT01656	PYPKT01656 - FY 23-...	PYPKT01656 - FY 23-24 PY 03.22.2024 - Pay ...		514.37	9,478.11
04/05/2024	PYPKT01675	PYPKT01675 - FY 23-...	PYPKT01675 - FY 23-24 PY 04.05.2024 - Pay ...		514.01	9,992.12
<u>101-551.000-720.200</u>						
	Books and subscriptions	19,334.59	646.83	646.83	0.00	19,981.42
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/03/2024	APPKT01474	02222024	Amazon/Books/Library	01706 - U.S. Bank Corporate	11.84	19,346.43
04/03/2024	APPKT01474	02222024	Amazon/Books/Zip/Library	01706 - U.S. Bank Corporate	481.70	19,828.13
04/03/2024	APPKT01474	02222024	Amazon/Books/Library	01706 - U.S. Bank Corporate	23.69	19,851.82
04/08/2024	APPKT01496	12435756	Social Security Handbook 2024	01852 - Rowman & Littlefield Publishing Group Inc	129.60	19,981.42

Detail Report

Date Range: 03/09/2024 - 04/12/2024

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.500		Electrical supplies	0.00	146.50	146.50	0.00	146.50
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/02/2024	APPKT01486	I79206/2	LED Wrap Lights/Bulbs	00228 - Brawley Ace Hardware	127.11		127.11
04/02/2024	APPKT01486	I81425/2	LED Bulbs/Grommet Kit	00228 - Brawley Ace Hardware	19.39		146.50
101-551.000-720.800		Janitorial supplies	47.43	8.60	8.60	0.00	56.03
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/03/2024	APPKT01474	02222024	Amazon/Soap Dispenser/Library	01706 - U.S. Bank Corporate	8.60		56.03
101-551.000-721.200		Other operating supplies	6,321.57	268.79	268.79	0.00	6,590.36
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/14/2024	APPKT01457	9689234 030124	Bulk Water/Cooler Rentals/February 2024	01601 - Sparkletts	152.88		6,474.45
04/02/2024	APPKT01486	I75608/2	Caution Tape/Screws/Fender Washers	00228 - Brawley Ace Hardware	14.49		6,488.94
04/11/2024	APPKT01496	9689234 040124	Bulk Water/Cooler Rentals/March 2024	01601 - Sparkletts	101.42		6,590.36
101-551.000-721.900		Small tools & minor equipment	8,559.15	390.67	390.67	0.00	8,949.82
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/02/2024	APPKT01486	I81425/2	LED Bulbs/Grommet Kit	00228 - Brawley Ace Hardware	16.15		8,575.30
04/11/2024	APPKT01496	QH30871	Wall Mount Sit-Stand Desktop	00324 - CDW Government Inc	374.52		8,949.82
101-551.000-725.200		Electricity	7,822.58	1,614.45	1,614.45	0.00	9,437.03
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/13/2024	APPKT01457	2-24IID2.29.24	Pwr Utility Bills/Various Depts/1/27/24 - 2/2...	00805 - Imperial Irrigation District	785.76		8,608.34
04/11/2024	APPKT01496	3-24IID3.29.24	Pwr Utility Bills/Various Depts/2/28/24 - 3/2...	00805 - Imperial Irrigation District	828.69		9,437.03
101-551.000-730.200		Technical services	1,018.63	69.72	69.72	0.00	1,088.35
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/28/2024	APPKT01473	154207296	Alarm Monitoring/Library/City Hall/Apr 2024	00026 - ADT Commercial	69.72		1,088.35
101-551.000-740.130		Repairs & Maintenance Equipment	272.51	5.43	5.43	0.00	277.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/02/2024	APPKT01486	32198052	Copier Usage/Library/Feb 2024	00299 - Canon Financial Services Inc	5.43		277.94
101-551.000-740.200		Cleaning services	7,125.00	1,425.00	1,425.00	0.00	8,550.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/03/2024	POPKT00866	5077121	LIBRARY Janitorial Services	01238 - Mylo Janitorial Inc	712.50		7,837.50
04/08/2024	POPKT00867	5077180	LIBRARY Janitorial Services	01238 - Mylo Janitorial Inc	712.50		8,550.00
101-551.000-740.400		Rents & Leases	1,656.50	378.34	378.34	0.00	2,034.84
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/14/2024	APPKT01457	9689234 030124	Bulk Water/Cooler Rentals/February 2024	01601 - Sparkletts	9.99		1,666.49
04/02/2024	APPKT01486	32198049	Copier Contract Charge/Library/Mar 2024	00299 - Canon Financial Services Inc	105.36		1,771.85
04/03/2024	APPKT01474	02222024	Packers Mini Storage/Storage Unit B209/Libr...	01706 - U.S. Bank Corporate	126.50		1,898.35
04/03/2024	APPKT01486	4-24Storage	Storage Unit B209/April 2024	01311 - Packers Mini Storage	126.50		2,024.85
04/11/2024	APPKT01496	9689234 040124	Bulk Water/Cooler Rentals/March 2024	01601 - Sparkletts	9.99		2,034.84

Detail Report

Date Range: 03/09/2024 - 04/12/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
101-551.000-750.200	Communications	2,785.44	397.26	397.26	0.00	3,182.70	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/21/2024	APPKT01468	9958451474	Cell Phone Services/Library/2/7/24 - 3/6/24	01738 - Verizon Wireless	42.07		2,827.51
04/10/2024	APPKT01496	3-24ATTCalnet	Telephone Services/Various Depts/2/20/24 -...	00168 - AT&T CalNet	355.19		3,182.70
101-551.000-750.210	Postage	0.00	0.64	0.64	0.00	0.64	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/04/2024	APPKT01486	3-24Postage	City Hall Postage	01373 - Quadient Finance USA Inc	0.64		0.64
Total Fund: 101 - General Fund:		258,581.84	28,811.35	28,811.35	0.00	287,393.19	
Grand Totals:		258,581.84	28,811.35	28,811.35	0.00	287,393.19	

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	258,581.84	28,811.35	28,811.35	0.00	287,393.19
Grand Total:	258,581.84	28,811.35	28,811.35	0.00	287,393.19