



Library Board of Trustees

Meeting Agenda

Wednesday, January 10, 2024 at 5:05 PM

Brawley Public Library

400 Main Street

Brawley, California 92227

Liz Lorenzen, President

Luke Hamby, City Council Liaison

Judy Grant, Secretary

Petra Ortega, Library Manager

Diana Lohr, Board Member

Leah Pendley, Board Member

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, January 10, 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: December 13, 2023.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: December 13, 2023 to January 05, 2024

Pgs. 6-8

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Wednesday, February 14, 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 December 13, 2023

The Library Board of Trustees of the City of Brawley met in regular session on December 13, 2023 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 5:10 P.M.

Roll Call:

Present: Lohr, Lorenzen, Ortega, Pendley, Hamby. Excused: Grant

Approval of the Agenda:

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

Public Appearances:

None

Consent Agenda: The Consent Agenda, including the November Minutes and the Accounts Payable, was approved with an amendment to roll call on the minutes noting Mrs. Lohr was absent. m/s/c. Pendley/Lohr.

Librarian Report:

- * Children's Section rearrangement is still providing a great benefit to programming and has been valuable in helping loitering issues.
- * Grant Funding has not been received. Window replacement as well as A/C replacement are in the scope of the grant. Once funding is received these projects will be at the top of the project list.
- * Zip Books are still being ordered.

Board member's reports:

None

The City Liaison report:

Santa will be touring the city again this year on a fire truck. The event has been expanded to five days from its previous four.

There was no further business. The next meeting will be on January 10th at 5:05 P.M. The President adjourned the meeting at 6:24 P.M.

Respectfully submitted Leah Pendley, Board Member



City of Brawley

Detail Report Account Detail

Date Range: 12/13/2023 - 01/05/2024

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	70,082.92	13,384.05	13,384.05	0.00	83,466.97
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/15/2023	PYPKT01440	PYPKT01440 - FY 23-...	PYPKT01440 - FY 23-24 PY 12.15.2023 - Pay ...		6,625.86	76,708.78
12/28/2023	PYPKT01451	PYPKT01451 - FY 23-...	PYPKT01451 - FY 23-24 PY 12.28.2023 - Pay ...		6,758.19	83,466.97
<u>101-551.000-700.200</u>						
	Temporary salaries	28,427.41	5,262.15	5,262.15	0.00	33,689.56
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/15/2023	PYPKT01440	PYPKT01440 - FY 23-...	PYPKT01440 - FY 23-24 PY 12.15.2023 - Pay ...		2,661.91	31,089.32
12/28/2023	PYPKT01451	PYPKT01451 - FY 23-...	PYPKT01451 - FY 23-24 PY 12.28.2023 - Pay ...		2,600.24	33,689.56
<u>101-551.000-700.300</u>						
	Overtime	172.56	7.84	7.84	0.00	180.40
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/15/2023	PYPKT01440	PYPKT01440 - FY 23-...	PYPKT01440 - FY 23-24 PY 12.15.2023 - Pay ...		7.84	180.40
<u>101-551.000-710.100</u>						
	Health insurance	12,307.20	1,148.06	1,148.06	0.00	13,455.26
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/15/2023	PYPKT01440	PYPKT01440 - FY 23-...	PYPKT01440 - FY 23-24 PY 12.15.2023 - Pay ...		1,148.06	13,455.26
<u>101-551.000-710.200</u>						
	F I C A	7,179.75	1,392.58	1,392.58	0.00	8,572.33
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/15/2023	PYPKT01440	PYPKT01440 - FY 23-...	PYPKT01440 - FY 23-24 PY 12.15.2023 - Pay ...		676.65	7,856.40
12/28/2023	PYPKT01451	PYPKT01451 - FY 23-...	PYPKT01451 - FY 23-24 PY 12.28.2023 - Pay ...		715.93	8,572.33
<u>101-551.000-710.300</u>						
	P E R S	5,372.66	1,023.32	1,023.32	0.00	6,395.98
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/15/2023	PYPKT01440	PYPKT01440 - FY 23-...	PYPKT01440 - FY 23-24 PY 12.15.2023 - Pay ...		508.47	5,881.13
12/28/2023	PYPKT01451	PYPKT01451 - FY 23-...	PYPKT01451 - FY 23-24 PY 12.28.2023 - Pay ...		514.85	6,395.98
<u>101-551.000-720.100</u>						
	Office supplies	708.24	16.24	16.24	0.00	724.48
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
01/04/2024	APPKT01377	6856 9032 7936 7879...	Premium Vinyl/Paint/Painters Pen	01768 - Wal-Mart Stores Inc #01-1555	16.24	724.48
<u>101-551.000-720.200</u>						
	Books and subscriptions	12,646.75	4,342.69	4,342.69	0.00	16,989.44
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/14/2023	APPKT01362	CAL344975I	Cultures of the World Library Set/Books	00322 - Cavendish Square	220.30	12,867.05
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	264.24	13,131.29
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	401.60	13,532.89
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	33.94	13,566.83
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	22.61	13,589.44

Detail Report

Date Range: 12/13/2023 - 01/05/2024

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
101-551.000-720.200		Books and subscriptions - Continued		12,646.75	4,342.69	4,342.69	0.00	16,989.44		
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance		
01/04/2024	APPKT01377	8895	Niche Academy Annual Subscription	02217 - Niche Academy LLC		3,400.00		16,989.44		
101-551.000-720.220		Library Programming		236.76	309.83	309.83	0.00	546.59		
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance		
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate		56.97		293.73		
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate		194.40		488.13		
01/04/2024	APPKT01377	0103 1850 3599 3132...	Cookies	01768 - Wal-Mart Stores Inc #01-1555		18.02		506.15		
01/04/2024	APPKT01377	3411 2814 0403 0101...	Tablecloths/Treat Bags/Candy Canes/Wrapp...	01768 - Wal-Mart Stores Inc #01-1555		40.44		546.59		
101-551.000-721.200		Other operating supplies		5,935.31	263.50	263.50	0.00	6,198.81		
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance		
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate		162.00		6,097.31		
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate		53.86		6,151.17		
12/20/2023	APPKT01366	11222023	Nov 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate		35.59		6,186.76		
01/02/2024	APPKT01377	I31273/2	CFL Bulbs	00228 - Brawley Ace Hardware		12.05		6,198.81		
101-551.000-725.200		Electricity		5,713.41	682.76	682.76	0.00	6,396.17		
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance		
12/13/2023	APPKT01362	11-23IID11.30.23	Pwr Utility Bills/Various Depts/10/26/23- 11...	00805 - Imperial Irrigation District		682.76		6,396.17		
101-551.000-730.200		Technical services		624.47	69.72	69.72	0.00	694.19		
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance		
12/20/2023	APPKT01366	153145515	Alarm Monitoring/Library/City Hall/Jan 2024	00026 - ADT Commercial		69.72		694.19		
101-551.000-740.400		Rents & Leases		835.58	358.36	358.36	0.00	1,193.94		
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance		
12/13/2023	APPKT01362	12-23Storage	Storage Unit B209/December 2023	01311 - Packers Mini Storage		126.50		962.08		
12/14/2023	APPKT01362	31529050	Copier Contract Charge/Library/Nov 2023	00299 - Canon Financial Services Inc		105.36		1,067.44		
12/27/2023	APPKT01373	1-24Storage	Storage Unit B209/January 2024	01311 - Packers Mini Storage		126.50		1,193.94		
101-551.000-750.200		Communications		1,595.38	396.21	396.21	0.00	1,991.59		
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance		
12/20/2023	APPKT01366	9951049370	Cell Phone Services/Library/11/7/23 - 12/6/...	01738 - Verizon Wireless		42.05		1,637.43		
01/03/2024	APPKT01377	12-23ATTCalnet	Telephone Services/Various Depts/11/20/23...	00168 - AT&T CalNet		354.16		1,991.59		
Total Fund: 101 - General Fund:						151,838.40	28,657.31	28,657.31	0.00	180,495.71
Grand Totals:						151,838.40	28,657.31	28,657.31	0.00	180,495.71

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	151,838.40	28,657.31	28,657.31	0.00	180,495.71
Grand Total:	151,838.40	28,657.31	28,657.31	0.00	180,495.71