



**Library Board of Trustees  
Regular Meeting Agenda  
Wednesday, March 13, 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](mailto:Portega@brawley-ca.gov) or call 760-344-1891 any time before 2:00 pm, March 13, 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 Accounts Payable: February 17, 2024 to March 08, 2024.

**Pgs. 4-6**

(1 attachment)

### **4. LIBRARIAN REPORT**

### **5. BOARD MEMBER REPORTS**

### **6. CITY LIAISON REPORT**

**7. ADJOURNMENT: *Regular Meeting, Wednesday, April 10, 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

# Detail Report Account Detail

Date Range: 02/17/2024 - 03/08/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<b>Fund: 101 - General Fund</b>						
<a href="#">101-551.000-700.100</a>	Permanent salaries	103,521.09	13,401.89	13,401.89	0.00	116,922.98
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
02/23/2024	PYPKT01629	PYPKT01629 - FY 23-...	PYPKT01629 - FY 23-24 PY 02-23-2024 - Pay ...		6,714.58	110,235.67
03/08/2024	PYPKT01648	PYPKT01648 - FY 23-...	PYPKT01648 - FY 23-24 PY 03.08.2024 - Pay ...		6,687.31	116,922.98
<a href="#">101-551.000-700.200</a>	Temporary salaries	41,121.41	5,000.52	5,000.52	0.00	46,121.93
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
02/23/2024	PYPKT01629	PYPKT01629 - FY 23-...	PYPKT01629 - FY 23-24 PY 02-23-2024 - Pay ...		2,485.05	43,606.46
03/08/2024	PYPKT01648	PYPKT01648 - FY 23-...	PYPKT01648 - FY 23-24 PY 03.08.2024 - Pay ...		2,515.47	46,121.93
<a href="#">101-551.000-700.300</a>	Overtime	196.74	16.35	16.35	0.00	213.09
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/08/2024	PYPKT01648	PYPKT01648 - FY 23-...	PYPKT01648 - FY 23-24 PY 03.08.2024 - Pay ...		16.35	213.09
<a href="#">101-551.000-710.100</a>	Health insurance	17,089.94	2,423.12	2,423.12	0.00	19,513.06
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
02/23/2024	PYPKT01629	PYPKT01629 - FY 23-...	PYPKT01629 - FY 23-24 PY 02-23-2024 - Pay ...		1,211.56	18,301.50
03/08/2024	PYPKT01648	PYPKT01648 - FY 23-...	PYPKT01648 - FY 23-24 PY 03.08.2024 - Pay ...		1,211.56	19,513.06
<a href="#">101-551.000-710.200</a>	F I C A	10,567.24	1,336.40	1,336.40	0.00	11,903.64
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
02/23/2024	PYPKT01629	PYPKT01629 - FY 23-...	PYPKT01629 - FY 23-24 PY 02-23-2024 - Pay ...		667.46	11,234.70
03/08/2024	PYPKT01648	PYPKT01648 - FY 23-...	PYPKT01648 - FY 23-24 PY 03.08.2024 - Pay ...		668.94	11,903.64
<a href="#">101-551.000-710.300</a>	P E R S	7,935.30	1,028.44	1,028.44	0.00	8,963.74
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
02/23/2024	PYPKT01629	PYPKT01629 - FY 23-...	PYPKT01629 - FY 23-24 PY 02-23-2024 - Pay ...		514.85	8,450.15
03/08/2024	PYPKT01648	PYPKT01648 - FY 23-...	PYPKT01648 - FY 23-24 PY 03.08.2024 - Pay ...		513.59	8,963.74
<a href="#">101-551.000-720.100</a>	Office supplies	796.01	198.81	198.81	0.00	994.82
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
02/21/2024	APPKT01432	7430148	Catalog Cards/Band Daters	00479 - Demco Inc	69.43	865.44
02/22/2024	APPKT01432	01222024	Jan 2024 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	129.38	994.82
<a href="#">101-551.000-720.200</a>	Books and subscriptions	19,003.88	330.71	330.71	0.00	19,334.59
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
02/21/2024	APPKT01432	2139480	Audiobooks/Retail CD	00217 - Blackstone Audio, Inc.	77.90	19,081.78
02/21/2024	APPKT01432	2140066	Audiobooks/Retail CD	00217 - Blackstone Audio, Inc.	18.95	19,100.73
02/22/2024	APPKT01432	01222024	Jan 2024 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	27.96	19,128.69

**Detail Report**

**Date Range: 02/17/2024 - 03/08/2024**

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-720.200</a>		Books and subscriptions - Continued	19,003.88	330.71	330.71	0.00	19,334.59
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
02/22/2024	APPKT01432	01222024	Jan 2024 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	128.95		19,257.64
03/04/2024	APPKT01445	12400321	Occupational Outlook Handbook	01852 - Rowman & Littlefield Publishing Group Inc	76.95		19,334.59
<a href="#">101-551.000-730.200</a>		Technical services	868.91	149.72	149.72	0.00	1,018.63
02/22/2024	APPKT01432	153854010	Alarm Monitoring/Library/City Hall/Mar 2024	00026 - ADT Commercial	69.72		938.63
02/28/2024	APPKT01439	14334905 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	40.00		978.63
02/28/2024	APPKT01439	14335762 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	40.00		1,018.63
<a href="#">101-551.000-740.130</a>		Repairs & Maintenance Equipment	39.65	232.86	232.86	0.00	272.51
02/28/2024	APPKT01439	150861	Fire Extinguisher Annual Maintenance/Library	00068 - All County Fire	227.72		267.37
03/01/2024	APPKT01445	32026875	Copier Usage/Library/Jan 2024	00299 - Canon Financial Services Inc	5.14		272.51
<a href="#">101-551.000-740.200</a>		Cleaning services	5,700.00	1,425.00	1,425.00	0.00	7,125.00
02/22/2024	POPKT00837	5076907	LIBRARY Janitorial Services	01238 - Mylo Janitorial Inc	712.50		6,412.50
02/22/2024	POPKT00837	5077040	LIBRARY Janitorial Services	01238 - Mylo Janitorial Inc	712.50		7,125.00
<a href="#">101-551.000-740.400</a>		Rents & Leases	1,424.64	231.86	231.86	0.00	1,656.50
02/28/2024	APPKT01439	3-24Storage	Storage Unit B209/March 2024	01311 - Packers Mini Storage	126.50		1,551.14
03/01/2024	APPKT01445	32026872	Copier Contract Charge/Library/Feb 2024	00299 - Canon Financial Services Inc	105.36		1,656.50
<a href="#">101-551.000-750.200</a>		Communications	2,654.56	130.88	130.88	0.00	2,785.44
02/26/2024	APPKT01439	9955988911	Cell Phone Services/Library/1/7/24 - 2/6/24	01738 - Verizon Wireless	42.07		2,696.63
02/29/2024	APPKT01439	2-24ATT Calnet	Telephone Services/Various Depts/1/20/24 -...	00168 - AT&T CalNet	88.81		2,785.44
<b>Total Fund: 101 - General Fund:</b>			<b>210,919.37</b>	<b>25,906.56</b>	<b>25,906.56</b>	<b>0.00</b>	<b>236,825.93</b>
<b>Grand Totals:</b>			<b>210,919.37</b>	<b>25,906.56</b>	<b>25,906.56</b>	<b>0.00</b>	<b>236,825.93</b>

# Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	210,919.37	25,906.56	25,906.56	0.00	236,825.93
<b>Grand Total:</b>	<b>210,919.37</b>	<b>25,906.56</b>	<b>25,906.56</b>	<b>0.00</b>	<b>236,825.93</b>