



Library Board of Trustees

Meeting Agenda

Wednesday, October 09, 2024 at 5:05 PM

Brawley Public Library

400 Main Street

Brawley, California 92227

Diana Lohr, President

Luke Hamby, City Council Liaison

Judy Grant, Secretary

Petra Ortega, Library Manager

Cynthia Harvie, Board Member

Liz Lorenzen, 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, October 09, 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: September 11, 2024.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: September 07, 2024 to October 04, 2024

Pgs. 6-8

(1 attachment)

4. LIBRARIAN REPORT

5. REGULAR BUSINESS

- a. Discuss potential action to remove late fees from the Brawley Public Library fee structure presented by Petra Ortega, Library Manager.
- b. Discuss potential action to change the Brawley Public Library Board of Trustees Regular Meeting time presented by Petra Ortega, Library Manager.

6. BOARD MEMBER REPORTS

7. CITY LIAISON REPORT

8. ADJOURNMENT: *Regular Meeting, Wednesday, November 13, 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 September 11, 2024**

The Library Board of Trustees of the City of Brawley met in regular session on September 11, 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 54956.

Board President Lohr called the meeting to order at 5:05 P.M.

Roll call

Present: Lohr, Grant, Harvie, Lorenzen, Pendley, Ortega, Garcia

Absent: Hamby

Guest: Patrick Laucerio.

Director Ortega had to leave the meeting and Assistant City Manager, Mr Garcia, filled in for her.

Approval of Agenda:

The Agenda was approved. m/s/p. Pendley/Harvie

Public Appearances:

Patrick Laucerio, a candidate for the BUHS school board, spoke for a few minutes. He's willing to help with the library and suggested we see if any of our local restaurants might be willing to sponsor a reading program for young readers. Pizza Hut did at one time.

A. Public Comments not on the Agenda:

The Library is now 'fine free'. Patrons will have to pay for lost or damaged books, but no more late fines.

Consent Agenda:

A. Approve the 7/10/24 Minutes. m/s/p. Pendley/Harvie

B. Approve Accounts Payable 7/6/24 m/s/p. Grant/Harvie

Librarian's Report:

The Del Rio Branch continues to have just a few patrons using it.

- * The Children's Literacy Service program offered two story times during the summer. Passive programming is offers with activity sheets.
- * Two basic adult computer classes are being offered
- * The ventilation fans have been replaced in both public restrooms
- * The children's area has been reorganized to improve efficiency
- *. Moving the Board Meeting Day and time was mentioned

Board member Reports

The members and Mr Garcia talked about ways to improve the library's presence in the community. A big concern for the board are our hours of operation. We would like to be open one evening to 7:00 PM in order to offer programs to the community.

City Liaison Report:

Mr Garcia brought us up to date on happenings with the city.

There was no further business. The next meeting will be Wednesday, October 9, 2024 at 5:05 PM. The meeting was adjourned at 6:30 PM

Respectfully submitted

Judy Grant
Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 09/07/2024 - 10/04/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
101-551.000-700.100						
	Permanent salaries	32,177.03	14,114.03	14,114.03	0.00	46,291.06
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/17/2024	PYPKT02126	PYPKT02126 - Fy 24-...	PYPKT02126 - Fy 24-25 PY 09-20-2024 - Pay ...		7,057.01	39,234.04
10/04/2024	PYPKT02139	PYPKT02139 - PY 10-...	PYPKT02139 - PY 10-04-2024 - Pay 10/4/2024		7,057.02	46,291.06
101-551.000-700.200						
	Temporary salaries	10,734.11	4,493.83	4,493.83	0.00	15,227.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/17/2024	PYPKT02126	PYPKT02126 - Fy 24-...	PYPKT02126 - Fy 24-25 PY 09-20-2024 - Pay ...		2,223.26	12,957.37
10/04/2024	PYPKT02139	PYPKT02139 - PY 10-...	PYPKT02139 - PY 10-04-2024 - Pay 10/4/2024		2,270.57	15,227.94
101-551.000-700.300						
	Overtime	27.16	76.51	76.51	0.00	103.67
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/17/2024	PYPKT02126	PYPKT02126 - Fy 24-...	PYPKT02126 - Fy 24-25 PY 09-20-2024 - Pay ...		59.51	86.67
10/04/2024	PYPKT02139	PYPKT02139 - PY 10-...	PYPKT02139 - PY 10-04-2024 - Pay 10/4/2024		17.00	103.67
101-551.000-710.100						
	Health insurance	5,536.82	2,423.12	2,423.12	0.00	7,959.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/17/2024	PYPKT02126	PYPKT02126 - Fy 24-...	PYPKT02126 - Fy 24-25 PY 09-20-2024 - Pay ...		1,211.56	6,748.38
10/04/2024	PYPKT02139	PYPKT02139 - PY 10-...	PYPKT02139 - PY 10-04-2024 - Pay 10/4/2024		1,211.56	7,959.94
101-551.000-710.200						
	F I C A	3,118.69	1,356.66	1,356.66	0.00	4,475.35
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/17/2024	PYPKT02126	PYPKT02126 - Fy 24-...	PYPKT02126 - Fy 24-25 PY 09-20-2024 - Pay ...		678.14	3,796.83
10/04/2024	PYPKT02139	PYPKT02139 - PY 10-...	PYPKT02139 - PY 10-04-2024 - Pay 10/4/2024		678.52	4,475.35
101-551.000-710.300						
	P E R S	2,531.61	1,110.76	1,110.76	0.00	3,642.37
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/17/2024	PYPKT02126	PYPKT02126 - Fy 24-...	PYPKT02126 - Fy 24-25 PY 09-20-2024 - Pay ...		555.38	3,086.99
10/04/2024	PYPKT02139	PYPKT02139 - PY 10-...	PYPKT02139 - PY 10-04-2024 - Pay 10/4/2024		555.38	3,642.37
101-551.000-720.100						
	Office supplies	165.84	7.44	7.44	0.00	173.28
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/03/2024	APPKT01711	3540 4808 4781 0828...	Push Pins/Face Tissue/Febreze Air	01768 - Wal-Mart Stores Inc #01-1555	7.44	173.28
101-551.000-720.200						
	Books and subscriptions	333.85	37.81	37.81	0.00	371.66
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/16/2024	APPKT01689	08222024	Amazon/Book/Library	01706 - U.S. Bank Corporate	24.24	358.09
09/16/2024	APPKT01689	08222024	Amazon/Book/Library	01706 - U.S. Bank Corporate	13.57	371.66

Detail Report

Date Range: 09/07/2024 - 10/04/2024

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.800		Janitorial supplies	7.28	12.56	12.56	0.00	19.84
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/03/2024	APPKT01711	3540 4808 4781 0828...	Push Pins/Face Tissue/Febreze Air	01768 - Wal-Mart Stores Inc #01-1555	12.56		19.84
101-551.000-721.200		Other operating supplies	123.17	591.87	591.87	0.00	715.04
09/16/2024	APPKT01689	08222024	Thermobind/Termobinding mach./Glue/Libr...	01706 - U.S. Bank Corporate	367.66		490.83
09/16/2024	APPKT01689	08222024	Amazon/Book Tape/Library	01706 - U.S. Bank Corporate	84.72		575.55
09/16/2024	APPKT01689	08222024	Amazon/Furniture Polish Sprays/Library	01706 - U.S. Bank Corporate	50.56		626.11
10/03/2024	APPKT01711	9689234 090124	Bulk Water/Cooler Rentals/Aug 2024	01601 - Sparkletts	88.93		715.04
101-551.000-725.200		Electricity	1,857.48	1,636.93	1,636.93	0.00	3,494.41
09/12/2024	APPKT01687	8-24IID8.28.24	Pwr Utility Bills/Various Depts/7/29/24 -8/2...	00805 - Imperial Irrigation District	1,636.93		3,494.41
101-551.000-730.200		Technical services	69.98	289.39	289.39	0.00	359.37
09/12/2024	APPKT01687	504443677	MPLC Umbrella License 10-1-24 to 9-30-25	01230 - Motion Picture Licensing Corp	289.39		359.37
101-551.000-740.120		Repair & Maintenance Facility	326.94	432.62	432.62	0.00	759.56
09/11/2024	APPKT01687	2046	Service Call/Check AC unit electrical at Library	00009 - AA Electric	312.62		639.56
10/02/2024	APPKT01711	52149	Service Request/Drain Line reparation/Library	01379 - R & K Air Conditioning	120.00		759.56
101-551.000-740.200		Cleaning services	0.00	712.50	712.50	0.00	712.50
10/03/2024	POPKT01045	5077440	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		712.50
101-551.000-740.400		Rents & Leases	756.79	368.35	368.35	0.00	1,125.14
10/02/2024	APPKT01711	Sep-Oct24Storage	Storage Unit B209/September-August 2024	01311 - Packers Mini Storage	253.00		1,009.79
10/03/2024	APPKT01711	32839168	Contract Charge/Library/6-01-2024 - 6/30/2...	00299 - Canon Financial Services Inc	105.36		1,115.15
10/03/2024	APPKT01711	9689234 090124	Bulk Water/Cooler Rentals/Aug 2024	01601 - Sparkletts	9.99		1,125.14
101-551.000-750.200		Communications	396.69	359.66	359.66	0.00	756.35
09/17/2024	APPKT01692	8-24ATTCalnet	Telephone Services/Various Depts/7/20/24 -...	00168 - AT&T CalNet	359.66		756.35
101-551.000-750.650		Taxes, Fees, and Penalties	0.00	25.30	25.30	0.00	25.30
10/02/2024	APPKT01711	Sep-Oct24Storage	Storage Unit B209/September-August 2024	01311 - Packers Mini Storage	25.30		25.30
Total Fund: 101 - General Fund:			58,163.44	28,049.34	28,049.34	0.00	86,212.78
Grand Totals:			58,163.44	28,049.34	28,049.34	0.00	86,212.78

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	58,163.44	28,049.34	28,049.34	0.00	86,212.78
Grand Total:	58,163.44	28,049.34	28,049.34	0.00	86,212.78