



**Library Board of Trustees
Meeting Agenda
Wednesday, May 08, 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, May 08, 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: April 17, 2024.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: April 13, 2024 to May 03, 2024

Pgs. 6-8

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Wednesday, June 12, 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 April 17, 2024

The Library Board of Trustees of the City of Brawley met in regular session on April 17, 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 Lorenzen called the meeting to order at 5:15 P.M.

Roll Call:

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

Absent: Hamby

Approval of the Agenda:

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

Public Appearances

A question was raised about the posting of the vacancy on the Board.

Consent Agenda:

The consent agenda, which includes the March minutes and March Accounts Payable was approved. m/s/c. Lohr/Pendley

Librarian Report.

- * Our library is no longer classified as a rural library because the population of Brawley has grown
- * The Branch has picked up users because of the Libraries on the Spectrum program. Board members think use of the branch will increase when the Padilla/Pace middle school opens.
- * The activities for Library Week were sparsely attended
- * Zip Books are being ordered and we are getting close to using up our allocated funds for this year.
- * Estimates for the AC replacement and duct work are being taken.
- * Library will close early on May 3rd because of the taco festival on the plaza.

Board Members Reports.

There were no specific reports. Concerns were voiced about the vacancy on the board and how long the main doors to the library have needed repairs. Looking for some group to take the Rotary Room sofas that have been placed in storage because of issues with the homeless.

City Liaison Report.

There was none.

The next regular meeting will be Wednesday, May 8, 2024 at 5:05 P.M.

The President adjourned the meeting at 6:45 P.M.

Respectfully submitted

Judy Grant, Board Secretary



City of Brawley

Detail Report Account Detail

Date Range: 04/13/2024 - 05/03/2024

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						
		130,313.22	13,370.72	13,370.72	0.00	143,683.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/19/2024	PYPKT01702	PYPKT01702 - FY 23-...	PYPKT01702 - FY 23-24 PY 04.19.2024 - Pay ...		6,698.21	137,011.43
05/03/2024	PYPKT01949	PYPKT01949 - FY 23-...	PYPKT01949 - FY 23-24 PY 05.03.2024 - Pay ...		6,672.51	143,683.94
<u>101-551.000-700.200</u> Temporary salaries						
		51,368.66	4,862.83	4,862.83	0.00	56,231.49
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/19/2024	PYPKT01702	PYPKT01702 - FY 23-...	PYPKT01702 - FY 23-24 PY 04.19.2024 - Pay ...		2,459.55	53,828.21
05/03/2024	PYPKT01949	PYPKT01949 - FY 23-...	PYPKT01949 - FY 23-24 PY 05.03.2024 - Pay ...		2,403.28	56,231.49
<u>101-551.000-700.300</u> Overtime						
		229.43	32.70	32.70	0.00	262.13
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
05/03/2024	PYPKT01949	PYPKT01949 - FY 23-...	PYPKT01949 - FY 23-24 PY 05.03.2024 - Pay ...		32.70	262.13
<u>101-551.000-710.100</u> Health insurance						
		21,936.18	2,423.12	2,423.12	0.00	24,359.30
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/19/2024	PYPKT01702	PYPKT01702 - FY 23-...	PYPKT01702 - FY 23-24 PY 04.19.2024 - Pay ...		1,211.56	23,147.74
05/03/2024	PYPKT01949	PYPKT01949 - FY 23-...	PYPKT01949 - FY 23-24 PY 05.03.2024 - Pay ...		1,211.56	24,359.30
<u>101-551.000-710.200</u> F I C A						
		13,257.95	1,324.69	1,324.69	0.00	14,582.64
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/19/2024	PYPKT01702	PYPKT01702 - FY 23-...	PYPKT01702 - FY 23-24 PY 04.19.2024 - Pay ...		664.24	13,922.19
05/03/2024	PYPKT01949	PYPKT01949 - FY 23-...	PYPKT01949 - FY 23-24 PY 05.03.2024 - Pay ...		660.45	14,582.64
<u>101-551.000-710.300</u> P E R S						
		9,992.12	1,026.87	1,026.87	0.00	11,018.99
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/19/2024	PYPKT01702	PYPKT01702 - FY 23-...	PYPKT01702 - FY 23-24 PY 04.19.2024 - Pay ...		514.42	10,506.54
05/03/2024	PYPKT01949	PYPKT01949 - FY 23-...	PYPKT01949 - FY 23-24 PY 05.03.2024 - Pay ...		512.45	11,018.99
<u>101-551.000-720.100</u> Office supplies						
		994.82	297.69	297.69	0.00	1,292.51
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
05/02/2024	APPKT01526	03222024	Amazon/Packing Tape/Library	01706 - U.S. Bank Corporate	26.59	1,021.41
05/02/2024	APPKT01526	03222024	Amazon/Tape/Curtains/Golf Pencils/Scissors...	01706 - U.S. Bank Corporate	172.07	1,193.48
05/02/2024	APPKT01526	03222024	Amazon/Spiral Notebooks/Library	01706 - U.S. Bank Corporate	86.18	1,279.66
05/02/2024	APPKT01526	03222024	Amazon/Sticky Notes/Library	01706 - U.S. Bank Corporate	7.60	1,287.26
05/02/2024	APPKT01526	03222024	Amazon/Page Markers/Library	01706 - U.S. Bank Corporate	5.25	1,292.51

Detail Report

Date Range: 04/13/2024 - 05/03/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
101-551.000-720.200	Books and subscriptions	19,981.42	554.14	554.14	0.00	20,535.56		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
05/02/2024	APPKT01526	03222024	Amazon/Books/Zip/Library	01706 - U.S. Bank Corporate	392.14		20,373.56	
05/02/2024	APPKT01526	03222024	Amazon/Books/Library	01706 - U.S. Bank Corporate	140.97		20,514.53	
05/02/2024	APPKT01526	03222024	Amazon/Book/Library	01706 - U.S. Bank Corporate	21.03		20,535.56	
101-551.000-720.800	Janitorial supplies	56.03	30.86	30.86	0.00	86.89		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
05/02/2024	APPKT01526	03222024	Amazon/Furniture Polish/Library	01706 - U.S. Bank Corporate	30.86		86.89	
101-551.000-721.200	Other operating supplies	6,590.36	742.90	742.90	0.00	7,333.26		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
05/02/2024	APPKT01526	03222024	Amazon/Bags/Art Supplies/Cardstock/Case/L..	01706 - U.S. Bank Corporate	714.32		7,304.68	
05/02/2024	APPKT01526	03222024	Amazon/Glitter Glue Pens/Library	01706 - U.S. Bank Corporate	28.58		7,333.26	
101-551.000-730.200	Technical services	1,088.35	69.72	69.72	0.00	1,158.07		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
04/18/2024	APPKT01512	152783949	Alarm Monitoring/Library/City Hall/Dec 2023	00026 - ADT Commercial	69.72		1,158.07	
101-551.000-750.200	Communications	3,182.70	42.05	42.05	0.00	3,224.75		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
04/15/2024	APPKT01512	9960947987	Cell Phone Services/Library/3/7/24 - 4/6/24	01738 - Verizon Wireless	42.05		3,224.75	
101-551.000-750.400	Travel & Training	862.58	550.00	550.00	0.00	1,412.58		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
05/02/2024	APPKT01526	03222024	ALA/Annual Conference 2024/Library	01706 - U.S. Bank Corporate	550.00		1,412.58	
101-551.000-750.600	Contributions,Memberships,Dues	2,599.00	250.00	250.00	0.00	2,849.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
05/02/2024	APPKT01526	03222024	CLA/Institutional/Membership/Library	01706 - U.S. Bank Corporate	250.00		2,849.00	
101-551.000-750.650	Taxes, Fees, and Penalties	76.60	14.82	14.82	0.00	91.42		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
04/17/2024	APPKT01512	3-24SalesTax	Q1 Sales & Use Tax Return/Period 1/1/24 - 3...	00277 - California Department of Tax & Fee Administration	14.82		91.42	
		Total Fund: 101 - General Fund:		262,529.42	25,593.11	25,593.11	0.00	288,122.53
		Grand Totals:		262,529.42	25,593.11	25,593.11	0.00	288,122.53

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	262,529.42	25,593.11	25,593.11	0.00	288,122.53
Grand Total:	262,529.42	25,593.11	25,593.11	0.00	288,122.53