



**Library Board of Trustees
Regular Meeting Agenda
Wednesday, May 10, 2023 at 5:05 PM
Brawley Public Library
400 Main Street
Brawley, California 92227**

Liz Lorenzen, President

Judy Grant, Secretary

Dixie Smith, Board Member

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 10, 2023. The public may also attend via zoom.

- 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 12, 2023.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: April 06, 2023 to May 05, 2023

Pgs. 6-9

(1 attachment)

4. PRESENTATIONS

- a. Report on American Library Association LibLearnX conference by Supervisory Clerk Itzajana Ortega.

5. LIBRARIAN REPORT

6. BOARD MEMBER REPORTS

7. CITY LIASON REPORT

8. ADJOURNMENT: Regular Meeting, Wednesday June 14, 2023 @ 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 thru 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 12, 2023

The Library Board of Trustees of the City of Brawley met in regular session on April 12, 2023 in the Park Meeting Room. The Library Director attests to the posting of the Agenda pursuant to California Code Section 54956.

Board President Lorenzen called the meeting to order at 5:10 P.M.

Roll Call:

Present: Lorenzen, Grant, Lohr, Pendley, Smith, Ortega and Hamby
No one was absent

Approval of the Agenda

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

Public Appearances:

Amy Dailey, a West Shores teacher, wanted to know if the Library had any old encyclopedias her school might have.

Consent Agenda:

- A. _Approval of the February 8, 2023 Minutes. The Minutes were approved m/s/c. Lorn/Pendley
- B. Approval of Accounts Payable: February 4, 2023 to April 5, 2023. Payment was approved. m/s/c. Grant/Smith.

Librarian's Report

- * The broken window in the adult nonfiction section has been replaced. The Director is looking for a grant that can be used to repair/replace windows, doors, and the AC.
- * Supervisory Clerk, Stephen Garcia has resigned. A new Supervisory Clerk has been hired. Tentative start date is April 18th.
- * Itzajana Ortega will be taking over as Adult Literacy Services Coordinator. The new Supervisory Clerk, Stephanie Martinez, will take over the children's programs. There will be a hybrid summer reading program, Find Your Voice.
- * Zip Books are being ordered. We will apply for them again in June.

* The Library Director will be attending the CLA conference in Sacramento
Regular The Board discussed and approved the quote for the lease of a new copy machine. m/s/p. Grant/Smith

Board Member Reports

- * Leah Pendley was welcomed to the Board
- * Several members expressed concern over the decision to cancel the March meeting. They wanted more input into that decision
- * Board members, again, expressed an ongoing concern over the Library's lack of a Facebook page. It's like the Brawley Library doesn't exist. Councilman Hamby understands our frustration. There doesn't seem to be an easy solution to the problem.
- * There may be one more book sale in May.

City Liaison Report

- * We're getting a new car wash. The Chamber is hosting a Taco Festival for Cinco de Mayo.

There was no further business. The next meeting will be May 10th at 5:05 PM. The meeting was adjourned by the President at 6:45 P.M.

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 04/06/2023 - 05/05/2023

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
101-551.000-700.100		Permanent salaries	93,321.43	18,022.04	18,022.04	0.00 111,343.47
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/07/2023	PYPKT01081	PYPKT01081 - FY 22-23..	PYPKT01081 - FY 22-23 PY 04.07.2023 - Pay 4/7..		5,978.35	99,299.78
04/21/2023	PYPKT01093	PYPKT01093 - FY 22-23..	PYPKT01093 - FY 22-23 PR 04.21.2023 - Pay 4/...		5,988.24	105,288.02
05/05/2023	PYPKT01118	PYPKT01118 - FY 22-23..	PYPKT01118 - FY 22-23 PR 05.05.2023 - Pay 5/...		6,055.45	111,343.47
101-551.000-700.200		Temporary salaries	47,351.06	6,090.37	6,090.37	0.00 53,441.43
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/07/2023	PYPKT01081	PYPKT01081 - FY 22-23..	PYPKT01081 - FY 22-23 PY 04.07.2023 - Pay 4/7..		1,593.65	48,944.71
04/07/2023	PYPKT01081	PYPKT01081 - FY 22-23..	PYPKT01081 - FY 22-23 PY 04.07.2023 - Pay 4/7..		60.24	49,004.95
04/21/2023	PYPKT01093	PYPKT01093 - FY 22-23..	PYPKT01093 - FY 22-23 PR 04.21.2023 - Pay 4/...		1,633.10	50,638.05
05/05/2023	PYPKT01118	PYPKT01118 - FY 22-23..	PYPKT01118 - FY 22-23 PR 05.05.2023 - Pay 5/...		2,567.97	53,206.02
05/05/2023	APPKT00965	4070	Work Study Student/10/11/22 - 11/10/22/S M...	00816 - Imperial Valley College	70.62	53,276.64
05/05/2023	APPKT00965	4077	Work Study Student/11/11/22 - 12/10/22/S M...	00816 - Imperial Valley College	43.16	53,319.80
05/05/2023	APPKT00965	4083	Work Study Student/12/11/22 - 1/10/22/S Mar..	00816 - Imperial Valley College	121.63	53,441.43
101-551.000-710.100		Health insurance	11,505.66	3,444.18	3,444.18	0.00 14,949.84
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/07/2023	PYPKT01081	PYPKT01081 - FY 22-23..	PYPKT01081 - FY 22-23 PY 04.07.2023 - Pay 4/7..		1,148.06	12,653.72
04/21/2023	PYPKT01093	PYPKT01093 - FY 22-23..	PYPKT01093 - FY 22-23 PR 04.21.2023 - Pay 4/...		1,148.06	13,801.78
05/05/2023	PYPKT01118	PYPKT01118 - FY 22-23..	PYPKT01118 - FY 22-23 PR 05.05.2023 - Pay 5/...		1,148.06	14,949.84
101-551.000-710.200		F I C A	10,439.09	1,723.15	1,723.15	0.00 12,162.24
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/07/2023	PYPKT01081	PYPKT01081 - FY 22-23..	PYPKT01081 - FY 22-23 PY 04.07.2023 - Pay 4/7..		4.60	10,443.69
04/07/2023	PYPKT01081	PYPKT01081 - FY 22-23..	PYPKT01081 - FY 22-23 PY 04.07.2023 - Pay 4/7..		544.77	10,988.46
04/21/2023	PYPKT01093	PYPKT01093 - FY 22-23..	PYPKT01093 - FY 22-23 PR 04.21.2023 - Pay 4/...		548.57	11,537.03
05/05/2023	PYPKT01118	PYPKT01118 - FY 22-23..	PYPKT01118 - FY 22-23 PR 05.05.2023 - Pay 5/...		625.21	12,162.24
101-551.000-710.300		P E R S	6,970.45	1,345.50	1,345.50	0.00 8,315.95
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/07/2023	PYPKT01081	PYPKT01081 - FY 22-23..	PYPKT01081 - FY 22-23 PY 04.07.2023 - Pay 4/7..		446.58	7,417.03
04/21/2023	PYPKT01093	PYPKT01093 - FY 22-23..	PYPKT01093 - FY 22-23 PR 04.21.2023 - Pay 4/...		446.58	7,863.61
05/05/2023	PYPKT01118	PYPKT01118 - FY 22-23..	PYPKT01118 - FY 22-23 PR 05.05.2023 - Pay 5/...		452.34	8,315.95
101-551.000-720.200		Books and subscriptions	16,645.71	2,590.04	2,590.04	0.00 19,235.75
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
04/18/2023	APPKT00950	03222023	RuckusWireless(Credit)/LibraryBooks/StapleG...	01706 - U.S. Bank Corporate	378.26	17,023.97

Detail Report

Date Range: 04/06/2023 - 05/05/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.200		Books and subscriptions - Continued	16,645.71	2,590.04	2,590.04	0.00	19,235.75
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/02/2023	APPKT00965	12212196	Occupational Outlook Handbook	01852 - Rowman & Littlefield Publishing Group Inc	70.45		17,094.42
05/02/2023	APPKT00965	12238494	Social Security Handbook	01852 - Rowman & Littlefield Publishing Group Inc	115.87		17,210.29
05/03/2023	APPKT00965	IN0000000000000000...	FY 2016/17 Serra Membership Dues/Library	01899 - Serra Cooperative Library System	2,025.46		19,235.75
101-551.000-721.200		Other operating supplies	1,568.26	100.68	100.68	0.00	1,668.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/11/2023	APPKT00942	3923 1147 2259 3037 ...	Easter Event/48 CT Eggs/Hersheys Candies	01768 - Wal-Mart Stores Inc #01-1555	9.61		1,577.87
04/11/2023	APPKT00942	9689234 040123	Bulk Water/Cooler Rentals/Various Depts/Mar...	01601 - Sparkletts	87.93		1,665.80
05/01/2023	APPKT00965	3057 7899 9264 8689 ...	Library Supplies/Ribbon	01768 - Wal-Mart Stores Inc #01-1555	3.14		1,668.94
101-551.000-725.200		Electricity	138.27	17.22	17.22	0.00	155.49
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/13/2023	APPKT00942	3-23IID3.1.23-3.30.23	Power Utility Bills/Various Depts/3/1/23 - 3/30...	00805 - Imperial Irrigation District	17.22		155.49
101-551.000-730.200		Technical services	4,468.42	24.93	260.34	235.41	4,493.35
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/17/2023	APPKT00950	149274016	Alarm Monitoring/Library/3/1/23 - 3/31/23	00026 - ADT Commercial	130.17		4,598.59
04/17/2023	APPKT00950	149704102	Alarm Monitoring/Library/4/1/23 - 4/30/23	00026 - ADT Commercial	130.17		4,728.76
05/02/2023	APPKT00966	4070-R	Imperial Valley College Reversal	00815 - Imperial Valley College		70.62	4,658.14
05/02/2023	APPKT00966	4077-R	Imperial Valley College Reversal	00815 - Imperial Valley College		43.16	4,614.98
05/02/2023	APPKT00966	4083-R	Imperial Valley College Reversal	00815 - Imperial Valley College		121.63	4,493.35
101-551.000-740.120		Repair & Maintenance Facility	3,983.88	413.88	413.88	0.00	4,397.76
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/17/2023	APPKT00950	149096924	Service Call/Battery Replmnt/Library/Job#501...	00026 - ADT Commercial	253.88		4,237.76
04/17/2023	APPKT00950	156	Service Call/Replace Glass/Window/17X27/Lib...	01287 - Oh My Glass IV	120.00		4,357.76
05/01/2023	APPKT00965	14325544 MT	Monthly Pest Control/General Pest/Library	01732 - Valley Pest Services Inc	40.00		4,397.76
101-551.000-740.130		Repairs & Maintenance Equipment	302.65	12.01	12.01	0.00	314.66
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/01/2023	APPKT00965	30305122	BW Copier Meter Usage/Library/3/1/23 - 3/31...	00299 - Canon Financial Services Inc	12.01		314.66
101-551.000-740.200		Cleaning services	19,000.00	3,800.00	3,800.00	0.00	22,800.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/18/2023	POPKT00533	5076317	Janitorial Services/Libraby	01238 - Mylo Janitorial Inc	1,900.00		20,900.00
04/19/2023	POPKT00533	5076249	Janitorial Services/Libraby	01238 - Mylo Janitorial Inc	1,900.00		22,800.00
101-551.000-740.400		Rents & Leases	1,937.24	241.85	241.85	0.00	2,179.09
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
04/11/2023	APPKT00942	9689234 040123	Bulk Water/Cooler Rentals/Various Depts/Mar...	01601 - Sparkletts	9.99		1,947.23
04/24/2023	APPKT00957	30305119	Copier Contract Charge/Library/4/1/23 - 4/30/...	00299 - Canon Financial Services Inc	105.36		2,052.59
05/01/2023	APPKT00965	5-23Storage	Storage Unit B209/May 2023	01311 - Packers Mini Storage	126.50		2,179.09

Detail Report

Date Range: 04/06/2023 - 05/05/2023

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
101-551.000-750.200	Communications	2,955.11	341.32	341.32	0.00	3,296.43		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
04/18/2023	APPKT00950	9931838863	Cell Phone Service/Library/3/7/23 - 4/6/23	01738 - Verizon Wireless	41.93		2,997.04	
04/25/2023	APPKT00957	4-23ATTCalnet	Telephone Service/Various Depts/3/20/23 - 4/...	00168 - AT&T CalNet	299.39		3,296.43	
101-551.000-750.210	Postage	0.00	69.00	69.00	0.00	69.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
04/18/2023	APPKT00950	3-23Postage	City Hall Postage/3/1/23 - 3/29/23	01373 - Quadient Finance USA Inc	69.00		69.00	
101-551.000-750.600	Contributions,Memberships,Dues	3,322.00	1,265.92	1,265.92	0.00	4,587.92		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
04/18/2023	APPKT00950	03222023	RuckusWireless(Credit)/LibraryBooks/StapleG...	01706 - U.S. Bank Corporate	250.00		3,572.00	
04/18/2023	APPKT00950	03222023	RuckusWireless(Credit)/LibraryBooks/StapleG...	01706 - U.S. Bank Corporate	1,015.92		4,587.92	
101-551.000-750.650	Taxes, Fees, and Penalties	88.00	23.00	23.00	0.00	111.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
05/01/2023	APPKT00965	5-23Storage	Storage Unit B209/May 2023	01311 - Packers Mini Storage	23.00		111.00	
		Total Fund: 101 - General Fund:		223,997.23	39,525.09	39,760.50	235.41	263,522.32
		Grand Totals:		223,997.23	39,525.09	39,760.50	235.41	263,522.32

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	223,997.23	39,525.09	39,760.50	235.41	263,522.32
Grand Total:	223,997.23	39,525.09	39,760.50	235.41	263,522.32