



**Library Board of Trustees
Special Meeting Agenda
Wednesday, February 21, 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, February 21, 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: January 10, 2024.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: January 06, 2024 to February 16, 2024

Pgs. 6-9

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Wednesday, March 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 January 10, 2024

The Library Board of Trustees of the City of Brawley met in regular session on January 10, 2024 in the Park Meeting Room at 5:09 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. Excused: Grant, Hamby

Approval of the Agenda:

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

Public Appearances:

None

Consent Agenda:

The Consent Agenda, including the December minutes and the Accounts payable, was approved. m/s/c. Pendley/Lohr.

Librarian Report:

* Adult computer skills class is still being held weekly on Wednesdays at 4pm. It is very well attended.

* The budget and implementation plan for the Building Forward grant was submitted 1/10/2024 and is under review. Most of the funding was designated to the window project and air conditioner replacement. Due to the grant title submitted the doors may be able to be included if funding allows for the addition.

* Zip Book funding is still available and being utilized. More unique patrons are currently utilizing the service.

Board member's reports:

None

City Liaison report:

None

Respectfully submitted Leah Pendley, Board Member



City of Brawley

Detail Report Account Detail

Date Range: 01/06/2024 - 02/16/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
101-551.000-700.100	Permanent salaries	83,466.97	20,054.12	20,054.12	0.00	103,521.09
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
01/12/2024	PYPKT01492	PYPKT01492 - FY 23-	PYPKT01492 - FY 23-24 PD 01.12.2024 - Pay		6,671.76	90,138.73
01/26/2024	PYPKT01589	PYPKT01589 - FY 23-	PYPKT01589 - FY 23-24 PY 01.26.2024 - Pay		6,678.70	96,817.43
02/09/2024	PYPKT01611	PYPKT01611 - FY 23-	PYPKT01611 - FY 23-24 PY 02-09-2024 - Pay		6,703.66	103,521.09
101-551.000-700.200	Temporary salaries	33,689.56	7,431.85	7,431.85	0.00	41,121.41
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
01/12/2024	PYPKT01492	PYPKT01492 - FY 23-	PYPKT01492 - FY 23-24 PD 01.12.2024 - Pay		2,189.58	35,879.14
01/26/2024	PYPKT01589	PYPKT01589 - FY 23-	PYPKT01589 - FY 23-24 PY 01.26.2024 - Pay		2,666.24	38,545.38
02/09/2024	PYPKT01611	PYPKT01611 - FY 23-	PYPKT01611 - FY 23-24 PY 02-09-2024 - Pay		2,576.03	41,121.41
101-551.000-700.300	Overtime	180.40	16.34	16.34	0.00	196.74
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/09/2024	PYPKT01611	PYPKT01611 - FY 23-	PYPKT01611 - FY 23-24 PY 02-09-2024 - Pay		16.34	196.74
101-551.000-710.100	Health insurance	13,455.26	3,634.68	3,634.68	0.00	17,089.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
01/12/2024	PYPKT01492	PYPKT01492 - FY 23-	PYPKT01492 - FY 23-24 PD 01.12.2024 - Pay		1,211.56	14,666.82
01/26/2024	PYPKT01589	PYPKT01589 - FY 23-	PYPKT01589 - FY 23-24 PY 01.26.2024 - Pay		1,211.56	15,878.38
02/09/2024	PYPKT01611	PYPKT01611 - FY 23-	PYPKT01611 - FY 23-24 PY 02-09-2024 - Pay		1,211.56	17,089.94
101-551.000-710.200	F I C A	8,572.33	1,994.91	1,994.91	0.00	10,567.24
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
01/12/2024	PYPKT01492	PYPKT01492 - FY 23-	PYPKT01492 - FY 23-24 PD 01.12.2024 - Pay		641.55	9,213.88
01/26/2024	PYPKT01589	PYPKT01589 - FY 23-	PYPKT01589 - FY 23-24 PY 01.26.2024 - Pay		678.54	9,892.42
02/09/2024	PYPKT01611	PYPKT01611 - FY 23-	PYPKT01611 - FY 23-24 PY 02-09-2024 - Pay		674.82	10,567.24
101-551.000-710.300	P E R S	6,395.98	1,539.32	1,539.32	0.00	7,935.30
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
01/12/2024	PYPKT01492	PYPKT01492 - FY 23-	PYPKT01492 - FY 23-24 PD 01.12.2024 - Pay		511.97	6,907.95
01/26/2024	PYPKT01589	PYPKT01589 - FY 23-	PYPKT01589 - FY 23-24 PY 01.26.2024 - Pay		512.51	7,420.46
02/09/2024	PYPKT01611	PYPKT01611 - FY 23-	PYPKT01611 - FY 23-24 PY 02-09-2024 - Pay		514.84	7,935.30
101-551.000-720.100	Office supplies	724.48	71.53	71.53	0.00	796.01
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
01/11/2024	APPKT01394	4835 5011 1218 779	Tissue	01768 - Wal-Mart Stores Inc #01-1555	14.74	739.22
01/22/2024	APPKT01402	7417859	HangUp Bags	00479 - Demco Inc	56.79	796.01

Detail Report

Date Range: 01/06/2024 - 02/16/2024

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.200		Books and subscriptions	16,989.44	2,014.44	2,014.44	0.00	19,003.88
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/17/2024	APPKT01394	12222023	Dec 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	208.04		17,197.48
01/17/2024	APPKT01394	12222023	Dec 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	34.86		17,232.34
01/22/2024	APPKT01402	J209783	Spanish Plan/Service for Feb 2024 - Jan 202	00254 - Brodart Company	1,596.86		18,829.20
02/01/2024	APPKT01417	2137782	Audiobooks/Retail CD	00217 - Blackstone Audio, Inc.	124.83		18,954.03
02/13/2024	APPKT01423	2138414	Audiobooks/Retail CD	00217 - Blackstone Audio, Inc.	49.85		19,003.88
101-551.000-720.220		Library Programming	546.59	260.71	260.71	0.00	807.30
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/17/2024	APPKT01394	12222023	Dec 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	18.31		564.90
01/17/2024	APPKT01394	12222023	Dec 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	242.40		807.30
101-551.000-721.200		Other operating supplies	6,198.81	122.76	122.76	0.00	6,321.57
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/17/2024	APPKT01394	12222023	Dec 2023 Corporate Credit Card Statement	01706 - U.S. Bank Corporate	46.32		6,245.13
02/12/2024	APPKT01423	9689234 020124	Bulk Water/Cooler Rentals/January 2024	01601 - Sparkletts	76.44		6,321.57
101-551.000-721.900		Small tools & minor equipment	5,700.42	2,858.73	2,858.73	0.00	8,559.15
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/22/2024	APPKT01402	NS55803	Monitors	00324 - CDW Government Inc	2,814.85		8,515.27
02/06/2024	APPKT01417	NT95040	Acer Limited Onsite Warranty	00324 - CDW Government Inc	43.88		8,559.15
101-551.000-725.200		Electricity	6,396.17	1,426.41	1,426.41	0.00	7,822.58
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/10/2024	APPKT01389	12-23IID12.29.23	Pwr Utility Bills/Various Depts/11/28/23- 12	00805 - Imperial Irrigation District	655.15		7,051.32
01/18/2024	APPKT01394	12-23IIDPlazaSt	Power Bill/Account 02456/11/28/23 - 12/27	00805 - Imperial Irrigation District	16.30		7,067.62
02/15/2024	APPKT01423	1-24IID1.30.24	Pwr Utility Bills/Various Depts/12/27/23 - 1/	00805 - Imperial Irrigation District	754.96		7,822.58
101-551.000-730.200		Technical services	694.19	174.72	174.72	0.00	868.91
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/18/2024	APPKT01394	14332253 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	25.00		719.19
01/18/2024	APPKT01394	14333244 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	40.00		759.19
01/18/2024	APPKT01394	14334042 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	40.00		799.19
01/18/2024	APPKT01394	153502485	Alarm Monitoring/Library/City Hall/Feb 202	00026 - ADT Commercial	69.72		868.91
101-551.000-740.120		Repair & Maintenance Facility	160.00	908.56	908.56	0.00	1,068.56
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/01/2024	APPKT01417	50976	Checked Systems/Repairs/Library	01379 - R & K Air Conditioning	908.56		1,068.56
101-551.000-740.130		Repairs & Maintenance Equipment	32.48	7.17	7.17	0.00	39.65
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
01/08/2024	APPKT01389	31695659	Copier Usage/Library/Nov 2023	00299 - Canon Financial Services Inc	3.36		35.84
02/01/2024	APPKT01417	31858478	Copier Usage/Library/Dec 2023	00299 - Canon Financial Services Inc	3.81		39.65

Detail Report

Date Range: 01/06/2024 - 02/16/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
101-551.000-740.200	Cleaning services	4,275.00	1,425.00	1,425.00	0.00	5,700.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance		
01/12/2024	POPKT00805	5076880	LIBRARY Janitorial Services	01238 - Mylo Janitorial Inc	712.50	4,987.50		
01/12/2024	POPKT00805	5076969	LIBRARY Janitorial Services	01238 - Mylo Janitorial Inc	712.50	5,700.00		
101-551.000-740.400	Rents & Leases	1,193.94	230.70	230.70	0.00	1,424.64		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance		
01/08/2024	APPKT01389	31695656	Copier Contract Charge/Library/Dec 2023	00299 - Canon Financial Services Inc	105.36	1,299.30		
01/09/2024	APPKT01389	9689234 010124	Bulk Water/Cooler Rentals/December 2023	01601 - Sparkletts	9.99	1,309.29		
02/01/2024	APPKT01417	31858475	Copier Contract Charge/Library/Jan 2024	00299 - Canon Financial Services Inc	105.36	1,414.65		
02/12/2024	APPKT01423	9689234 020124	Bulk Water/Cooler Rentals/January 2024	01601 - Sparkletts	9.99	1,424.64		
101-551.000-750.200	Communications	1,991.59	662.97	662.97	0.00	2,654.56		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance		
01/19/2024	APPKT01402	9953522513	Cell Phone Services/Library/12/7/23 - 1/6/2	01738 - Verizon Wireless	42.07	2,033.66		
02/01/2024	APPKT01412	1-24ATTCalnet	Telephone Services/Various Depts/12/20/2	00168 - AT&T CalNet	620.90	2,654.56		
101-551.000-750.300	Advertising & promotion	99.00	99.00	99.00	0.00	198.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance		
01/08/2024	APPKT01389	10066	Brawley High School Booster/Sponsor Ad/Li	01604 - Sports Boosters Inc	99.00	198.00		
101-551.000-750.650	Taxes, Fees, and Penalties	67.60	9.00	9.00	0.00	76.60		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance		
02/13/2024	APPKT01423	12-23SalesTax	Q4 Sales & Use Tax Return/Period 10/1/23 -	00277 - California Department of Tax & Fee Administratio	9.00	76.60		
		Total Fund: 101 - General Fund:		190,830.21	44,942.92	44,942.92	0.00	235,773.13
			Grand Totals:	190,830.21	44,942.92	44,942.92	0.00	235,773.13

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	190,830.21	44,942.92	44,942.92	0.00	235,773.13
Grand Total:	190,830.21	44,942.92	44,942.92	0.00	235,773.13