



**Library Board of Trustees**

**Meeting Agenda**

**Wednesday, December 11, 2024 at 5:05 PM**

**Brawley Public Library**

**400 Main Street**

**Brawley, California 92227**

*Diana Lohr*, President

*Petra Ortega*, Library Manager

*Judy Grant*, Secretary

*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](mailto:Portega@brawley-ca.gov) or call 760-344-1891 any time before 2:00 pm, December 11, 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: November 13, 2024

**Pgs. 4-5**

(1 attachment)

- b. Approve Accounts Payable: November 09, 2024 – December 06, 2024

**Pgs. 6-9**

(1 attachment)

**4. LIBRARIAN REPORT**

**5. BOARD MEMBER REPORTS**

**6. CITY LIAISON REPORT**

**7. ADJOURNMENT:** *Regular Meeting, Thursday, January 09, 2024 @ 12:00 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 November 13, 2024**

The Library Board of Trustees of the City of Brawley met in regular session on November 13, 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 5:06 P.M.

**Roll Call:**

Present: Grant, Harvie, Lohr, Lorenzen, Pendley, Ortega. City Manager Garcia

Absent: Hamby

**Approval of the Agenda:**

The Agenda was approved: m/s/c. Lorenzen/Harvie

There were no public appearances or comments.

**Consent Agenda:**

The Consent Agenda, which included Minutes from 10/9/24 and 10/24/24 meetings and Accounts Payable from 10/5/24-11/8/4, was approved. m/s/c. Lorenzen/Pendley.

**Librarian's Report:**

\*962 patrons visited the Main Branch during the month of October and 45 used the Branch

\* The Libraries on the Spectrum program is still waiting for funding.

\* Interviews are being held for the Adult Literacy Program. It is a full time position and grant funded.

\* Discussed ways to make the public more aware of what the library is doing.

**Regular Business:**

It was moved that the Library Board will begin meeting the 2nd Thursday of each month at noon. m/s/c. Grant/Pendley.

**Board Member Reports:**

Several board members would like for the library to offer a program to the community on how to use LIBBY.

There is a an interest in having a 'community read' in the Spring. Board member Harvie expressed her concern about the time it is taking to set up a music program for the children who come to the programs at the library. She has volunteered to set up this program.

**City Liaison Report:**

Mr Hamby was absent, but the City Manager said we have 3 new city council members. Road repairs are continuing.

There was no further business. The next meeting will be Wednesday, December 11, 2024 at 5:05 P.M.

The meeting was adjourned at 6:15 P.M.

Respectfully submitted,

Judy Grant  
Recording Secretary



City of Brawley

# Detail Report Account Detail

Date Range: 11/09/2024 - 12/06/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<b>Fund: 101 - General Fund</b>						
<u>101-551.000-700.100</u>						
	Permanent salaries	60,396.15	14,132.17	14,132.17	0.00	74,528.32
<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>
11/15/2024	PYPKT02176	PYPKT02176 - FY 24-...	PYPKT02176 - FY 24-25 PY 11-15-2024 - Pay ...		7,062.69	67,458.84
11/27/2024	PYPKT02250	PYPKT02250 - Py 11-...	PYPKT02250 - Py 11-27-2024 - Pay 11/27/20...		7,069.48	74,528.32
<u>101-551.000-700.200</u>						
	Temporary salaries	19,772.42	3,995.70	3,995.70	0.00	23,768.12
<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>
11/15/2024	PYPKT02176	PYPKT02176 - FY 24-...	PYPKT02176 - FY 24-25 PY 11-15-2024 - Pay ...		2,121.97	21,894.39
11/27/2024	PYPKT02250	PYPKT02250 - Py 11-...	PYPKT02250 - Py 11-27-2024 - Pay 11/27/20...		1,873.73	23,768.12
<u>101-551.000-710.100</u>						
	Health insurance	10,383.06	1,211.56	1,211.56	0.00	11,594.62
<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>
11/15/2024	PYPKT02176	PYPKT02176 - FY 24-...	PYPKT02176 - FY 24-25 PY 11-15-2024 - Pay ...		1,211.56	11,594.62
<u>101-551.000-710.200</u>						
	F I C A	5,830.79	1,350.45	1,350.45	0.00	7,181.24
<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>
11/15/2024	PYPKT02176	PYPKT02176 - FY 24-...	PYPKT02176 - FY 24-25 PY 11-15-2024 - Pay ...		666.29	6,497.08
11/27/2024	PYPKT02250	PYPKT02250 - Py 11-...	PYPKT02250 - Py 11-27-2024 - Pay 11/27/20...		684.16	7,181.24
<u>101-551.000-710.300</u>						
	P E R S	4,751.53	1,111.75	1,111.75	0.00	5,863.28
<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>
11/15/2024	PYPKT02176	PYPKT02176 - FY 24-...	PYPKT02176 - FY 24-25 PY 11-15-2024 - Pay ...		555.38	5,306.91
11/27/2024	PYPKT02250	PYPKT02250 - Py 11-...	PYPKT02250 - Py 11-27-2024 - Pay 11/27/20...		556.37	5,863.28
<u>101-551.000-720.100</u>						
	Office supplies	173.28	279.76	279.76	0.00	453.04
<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>
11/13/2024	APPKT01767	09232024	Amazon/Spray Adhesive	01706 - U.S. Bank Corporate	13.44	186.72
11/13/2024	APPKT01767	09232024	Amazon/Lamination Sheet Paper pack	01706 - U.S. Bank Corporate	41.47	228.19
11/13/2024	APPKT01767	09232024	Amazon/Packaging Tape	01706 - U.S. Bank Corporate	12.46	240.65
11/13/2024	APPKT01767	09232024	Amazon/Copy Printer Paper	01706 - U.S. Bank Corporate	131.82	372.47
12/05/2024	APPKT01798	10222024	Amazon/Color copy Pack	01706 - U.S. Bank Corporate	37.27	409.74
12/05/2024	APPKT01798	10222024	Amazon/Toner Cartridge	01706 - U.S. Bank Corporate	27.34	437.08
12/05/2024	APPKT01798	10222024	Amazon/Glue tape	01706 - U.S. Bank Corporate	5.38	442.46
12/05/2024	APPKT01798	10222024	Amazon/Adhesive Roller	01706 - U.S. Bank Corporate	10.58	453.04
<u>101-551.000-720.200</u>						
	Books and subscriptions	436.11	592.91	592.91	0.00	1,029.02
<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>
11/13/2024	APPKT01767	09232024	Amazon/Skyclan's Destiny Book	01706 - U.S. Bank Corporate	7.53	443.64
12/05/2024	APPKT01794	7872	Northstar Digital Literacy Subscription/2024-...	02599 - Califa Group	420.00	863.64

**Detail Report**

**Date Range: 11/09/2024 - 12/06/2024**

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-720.200</a>		Books and subscriptions - Continued	436.11	592.91	592.91	0.00	1,029.02
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
12/05/2024	APPKT01798	10222024	Amazon/Reading Book	01706 - U.S. Bank Corporate	23.28		886.92
12/05/2024	APPKT01798	10222024	Amazon/Pumpkins Decorations/Picture Book	01706 - U.S. Bank Corporate	40.50		927.42
12/05/2024	APPKT01798	10222024	Amazon/Reading Books for kids	01706 - U.S. Bank Corporate	51.95		979.37
12/05/2024	APPKT01798	10222024	Amazon/Reading Christmas Book	01706 - U.S. Bank Corporate	11.84		991.21
12/05/2024	APPKT01798	10222024	Amazon/Reading Book	01706 - U.S. Bank Corporate	37.81		1,029.02
<a href="#">101-551.000-720.220</a>		Library Programming	429.27	145.15	145.15	0.00	574.42
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
11/13/2024	APPKT01767	09232024	Amazon/Bookmarks set	01706 - U.S. Bank Corporate	32.28		461.55
11/18/2024	APPKT01773	10-24Reimburse	Candies for Halloween event/Library	02612 - Adilene Arizaga	15.90		477.45
12/05/2024	APPKT01798	10222024	Amazon/Construction Paper/Paint bottles	01706 - U.S. Bank Corporate	96.97		574.42
<a href="#">101-551.000-721.200</a>		Other operating supplies	823.75	986.27	986.27	0.00	1,810.02
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
11/13/2024	APPKT01767	09232024	Amazon/Screen protector for iPhone	01706 - U.S. Bank Corporate	19.22		842.97
11/21/2024	APPKT01773	9689234 110124	Bulk Water/Cooler Rentals/Oct 2024	01601 - Sparkletts	190.35		1,033.32
11/26/2024	APPKT01787	10457	Jackets/Digitize Logo	00995 - Kaz-Bros Design Shop	351.61		1,384.93
12/05/2024	APPKT01796	9689234 100124	Drinking Water and Cooler Rental/Sep 2024	01601 - Sparkletts	101.42		1,486.35
12/05/2024	APPKT01798	10222024	Amazon/Carry Bag/Roller/Cutting mats/Craft..	01706 - U.S. Bank Corporate	77.88		1,564.23
12/05/2024	APPKT01798	10222024	TLS/Tape/Mending Tissue/Repair Tape/Inser...	01706 - U.S. Bank Corporate	107.14		1,671.37
12/05/2024	APPKT01798	10222024	Amazon/Screen protector for iphone/Case	01706 - U.S. Bank Corporate	29.07		1,700.44
12/05/2024	APPKT01798	10222024	Amazon/Color Paper Sheet Packs	01706 - U.S. Bank Corporate	24.45		1,724.89
12/05/2024	APPKT01798	10222024	Amazon/Archival Document Case	01706 - U.S. Bank Corporate	53.91		1,778.80
12/05/2024	APPKT01798	10222024	Amazon/Cardstock sheets	01706 - U.S. Bank Corporate	16.15		1,794.95
12/05/2024	APPKT01798	10222024	Amazon/Paper Case Box for storage	01706 - U.S. Bank Corporate	15.07		1,810.02
<a href="#">101-551.000-721.900</a>		Small tools & minor equipment	384.43	40.92	40.92	0.00	425.35
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
12/04/2024	APPKT01796	J70992/2	Strngarm Hnd&Lvr, Curved Jaw Plier	00228 - Brawley Ace Hardware	40.92		425.35
<a href="#">101-551.000-725.200</a>		Electricity	4,798.04	1,020.80	1,020.80	0.00	5,818.84
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
11/26/2024	APPKT01788	10-24IIDBestRd	PowerBill/Various Depts	00805 - Imperial Irrigation District	1,020.80		5,818.84
<a href="#">101-551.000-730.200</a>		Technical services	544.36	84.99	84.99	0.00	629.35
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
11/18/2024	APPKT01773	14343379 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		594.36
11/21/2024	APPKT01773	0216701	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc	34.99		629.35
<a href="#">101-551.000-740.120</a>		Repair & Maintenance Facility	3,100.92	3,309.28	3,309.28	0.00	6,410.20
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
12/04/2024	APPKT01796	1302	Serviced units, replaced belt and refrigerant	02328 - SD Electric and Hvac/R Inc	2,475.95		5,576.87
12/04/2024	APPKT01796	712	Window Tint, Exterior doors Mirror Tint	02560 - Desert RV Service & Towing LLC	333.33		5,910.20

**Detail Report**

**Date Range: 11/09/2024 - 12/06/2024**

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-740.120</a>		Repair & Maintenance Facility - Continued	3,100.92	3,309.28	3,309.28	0.00	6,410.20
<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>
12/04/2024	APPKT01796	743	Window Tintt 6 Doors	02560 - Desert RV Service & Towing LLC	500.00		6,410.20
<a href="#">101-551.000-740.130</a>		Repairs & Maintenance Equipment	218.64	3.16	3.16	0.00	221.80
12/05/2024	APPKT01796	36215568	Copier Usage Oct/Library	00299 - Canon Financial Services Inc	3.16		221.80
<a href="#">101-551.000-740.200</a>		Cleaning services	712.50	1,425.00	1,425.00	0.00	2,137.50
11/26/2024	POPKT01106	5077506	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		1,425.00
11/26/2024	POPKT01106	5077569	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		2,137.50
<a href="#">101-551.000-740.400</a>		Rents & Leases	1,534.72	125.34	125.34	0.00	1,660.06
11/21/2024	APPKT01773	9689234 110124	Bulk Water/Cooler Rentals/Oct 2024	01601 - Sparkletts	9.99		1,544.71
12/05/2024	APPKT01796	36213657	Contract Charge Nov/Library	00299 - Canon Financial Services Inc	105.36		1,650.07
12/05/2024	APPKT01796	9689234 100124	Drinking Water and Cooler Rental/Sep 2024	01601 - Sparkletts	9.99		1,660.06
<a href="#">101-551.000-740.411</a>		Software Subscription	5,310.00	835.60	835.60	0.00	6,145.60
12/04/2024	APPKT01796	75846078	Google Wksp Xfr	00720 - GovConnection Inc	835.60		6,145.60
<a href="#">101-551.000-750.200</a>		Communications	980.66	42.12	42.12	0.00	1,022.78
11/20/2024	APPKT01773	9978064022	Cell Phone Services/Libray/10/7/24 - 11/6/24	01738 - Verizon Wireless	42.12		1,022.78
<a href="#">101-551.000-750.400</a>		Travel & Training	740.22	1,181.52	1,181.52	0.00	1,921.74
12/05/2024	APPKT01798	10222024	P. Ortega	01706 - U.S. Bank Corporate	108.00		848.22
12/05/2024	APPKT01798	10222024	Hilton Pasadena/CA Library Association/P. O...	01706 - U.S. Bank Corporate	1,073.52		1,921.74
<a href="#">101-551.000-750.600</a>		Contributions,Memberships,Dues	0.00	2,094.33	2,094.33	0.00	2,094.33
11/13/2024	APPKT01767	09232024	Costco/Membership Fees/Library	01706 - U.S. Bank Corporate	43.33		43.33
12/04/2024	APPKT01796	194	Annual Membership FY24/25	01899 - Serra Cooperative Library System	2,051.00		2,094.33
<b>Total Fund: 101 - General Fund:</b>			<b>121,320.85</b>	<b>33,968.78</b>	<b>33,968.78</b>	<b>0.00</b>	<b>155,289.63</b>
<b>Grand Totals:</b>			<b>121,320.85</b>	<b>33,968.78</b>	<b>33,968.78</b>	<b>0.00</b>	<b>155,289.63</b>



# Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	121,320.85	33,968.78	33,968.78	0.00	155,289.63
<b>Grand Total:</b>	<b>121,320.85</b>	<b>33,968.78</b>	<b>33,968.78</b>	<b>0.00</b>	<b>155,289.63</b>