



**Library Board of Trustees
Meeting Agenda
Wednesday, July 10, 2024 at 5:05 PM
Brawley Public Library
400 Main Street
Brawley, California 92227**

Diana Lohr, President

Judy Grant, Secretary

Cynthia Harvie, Board Member

Liz Lorenzen, 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, July 10, 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: June 19, 2024.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: June 15, 2024 to July 05, 2024

Pgs. 6-8

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Wednesday, September 11, 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 June 19, 2024**

The Library Board of Trustees of the City of Brawley met in regular session on June 19, 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 5:11 P.M.

Roll Call:

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

Absent: Pendley and Councilman Hamby.

Cynthia Harvie was welcomed to the Board.

Approval of the Agenda:

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

Public Appearances:

There were none.

Consent Agenda:

The Consent Agenda, which included the May Minutes and May Accounts Payable was approved. m/s/c Lorenzen/Grant.

Librarian's Report:

The Main Branch continues to serve more patrons than the branch.

An architect will have to be consulted about the lettering and damages to the corner of the branch.

Summer reading program starts June 20th. The theme is Read, Renew, Recycle. The AC is down at the Branch, so Summer Reading will not start there. The Library friends will buy T-shirts for the staff.

The Children's area has an AV upgrade which will provide diverse programming opportunities for the staff

Zip Books funds have been used up and we have applied for a new grant.

*85% of the books were added to the collection

*\$35 limit on the price of a book

*Patrons have been surveyed about the program

Board Member Reports:

Mrs Harvie offered to do programs for the children using her musical instruments

Mrs Lohr said her son, Matt, was willing to do a program for the children about the BLM

Mrs Grant suggested the library do a program for the Patrons on how to use the Libby website.

City Liaison Report:

Mr Garcia updated the board on the latest meeting with the Lithium people.

The Budget has passed for the coming year. This is the second year the budget is in the red

The water main project is coming along

The Library will close for cleaning the first two weeks in August and there will not be a Board Meeting until September.

There was no further business

The meeting was adjourned at 6:20.

Respectfully submitted

Judy Grant

Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 06/15/2024 - 07/05/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
101-551.000-700.100		163,776.17	6,703.71	6,703.71	0.00	170,479.88
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/28/2024	PYPKT01994	PYPKT01994 - FY 23-...	PYPKT01994 - FY 23-24 PT 06.28.2024 - Pay ...		6,703.71	170,479.88
101-551.000-700.200		63,825.08	2,911.81	2,911.81	0.00	66,736.89
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/28/2024	PYPKT01994	PYPKT01994 - FY 23-...	PYPKT01994 - FY 23-24 PT 06.28.2024 - Pay ...		2,911.81	66,736.89
101-551.000-700.300		327.52	16.35	16.35	0.00	343.87
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/28/2024	PYPKT01994	PYPKT01994 - FY 23-...	PYPKT01994 - FY 23-24 PT 06.28.2024 - Pay ...		16.35	343.87
101-551.000-710.100		26,782.42	1,211.56	1,211.56	0.00	27,993.98
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/28/2024	PYPKT01994	PYPKT01994 - FY 23-...	PYPKT01994 - FY 23-24 PT 06.28.2024 - Pay ...		1,211.56	27,993.98
101-551.000-710.200		16,632.90	700.51	700.51	0.00	17,333.41
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/28/2024	PYPKT01994	PYPKT01994 - FY 23-...	PYPKT01994 - FY 23-24 PT 06.28.2024 - Pay ...		700.51	17,333.41
101-551.000-710.300		12,562.09	514.85	514.85	0.00	13,076.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/28/2024	PYPKT01994	PYPKT01994 - FY 23-...	PYPKT01994 - FY 23-24 PT 06.28.2024 - Pay ...		514.85	13,076.94
101-551.000-720.100		1,327.09	62.14	62.14	0.00	1,389.23
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/27/2024	APPKT01579	05222024	Amazon/USB Adapters/Library	01706 - U.S. Bank Corporate	16.78	1,343.87
06/27/2024	APPKT01579	05222024	Amazon/Book Tape/Library	01706 - U.S. Bank Corporate	45.36	1,389.23
101-551.000-720.200		23,822.14	1,537.86	1,537.86	0.00	25,360.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
06/19/2024	APPKT01567	300050	Ultimate Phonics Unlimited Site License	02527 - Brian Spencer	995.00	24,817.14
06/27/2024	APPKT01579	05222024	Amazon/Books/Library	01706 - U.S. Bank Corporate	29.65	24,846.79
06/27/2024	APPKT01579	05222024	Canva/Pro Subscription/Library	01706 - U.S. Bank Corporate	149.90	24,996.69
06/27/2024	APPKT01579	05222024	Amazon/Books/Zip/Library	01706 - U.S. Bank Corporate	349.60	25,346.29
06/27/2024	APPKT01579	05222024	Amazon/Book/Library	01706 - U.S. Bank Corporate	13.71	25,360.00

Detail Report

Date Range: 06/15/2024 - 07/05/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
101-551.000-720.220	Library Programming	841.51	22.40	22.40	0.00	863.91	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
06/30/2024	APPKT01582	8255 5741 3978 7197...	Crackers/Juice Pouches	01768 - Wal-Mart Stores Inc #01-1555	22.40		863.91
101-551.000-721.200	Other operating supplies	7,461.16	7,849.69	7,849.69	0.00	15,310.85	
06/25/2024	APPKT01572	9955	Canopy/Half Wall for Pop Up/Table Cloth	00995 - Kaz-Bros Design Shop	2,181.87		9,643.03
06/27/2024	POPKT00934	2695	Adult Literacy Classroom Upgrade	01828 - Pixabytes Solutions Inc	5,637.65		15,280.68
06/30/2024	APPKT01582	2571	Embroidery/Polo	02024 - Graffik Screen Printing & Embroidery	30.17		15,310.85
101-551.000-740.200	Cleaning services	8,550.00	1,425.00	1,425.00	0.00	9,975.00	
06/24/2024	POPKT00934	5077249	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		9,262.50
06/25/2024	POPKT00934	5077315	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		9,975.00
101-551.000-740.400	Rents & Leases	2,879.91	379.50	379.50	0.00	3,259.41	
06/19/2024	APPKT01567	6-24Storage	Storage Unit B209/June 2024	01311 - Packers Mini Storage	126.50		3,006.41
06/26/2024	APPKT01572	7-24Storage	Storage Unit B209/July 2024	01311 - Packers Mini Storage	126.50		3,132.91
06/27/2024	APPKT01579	05222024	Packers Mini Storage/Unit B209/May 2024/L...	01706 - U.S. Bank Corporate	126.50		3,259.41
101-551.000-750.200	Communications	3,621.15	662.55	662.55	0.00	4,283.70	
06/20/2024	APPKT01567	5-24ATTCalnet	Telephone Services/Various Depts/4/20/24 -...	00168 - AT&T CalNet	620.50		4,241.65
06/20/2024	APPKT01567	9965950688	Cell Phone Services/Library/5/7/24 - 6/6/24	01738 - Verizon Wireless	42.05		4,283.70
101-551.000-750.400	Travel & Training	1,412.58	421.42	421.42	0.00	1,834.00	
06/20/2024	APPKT01567	6-24Travel	ALA Annual Conference 2024	02287 - Petra Ortega	421.42		1,834.00
101-551.000-750.650	Taxes, Fees, and Penalties	91.42	25.30	25.30	0.00	116.72	
06/26/2024	APPKT01572	6-24LateFee	Storage Unit B209/June 2024/Late Fee	01311 - Packers Mini Storage	25.30		116.72
101-551.000-800.400	Equipment	21,405.84	13,654.27	13,654.27	0.00	35,060.11	
06/19/2024	POPKT00927	2694	Library Conference Room Upgrade	01828 - Pixabytes Solutions Inc	7,989.27		29,395.11
06/27/2024	POPKT00934	2695	Adult Literacy Classroom Upgrade	01828 - Pixabytes Solutions Inc	5,665.00		35,060.11
Total Fund: 101 - General Fund:		355,318.98	38,098.92	38,098.92	0.00	393,417.90	
Grand Totals:		355,318.98	38,098.92	38,098.92	0.00	393,417.90	

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	355,318.98	38,098.92	38,098.92	0.00	393,417.90
Grand Total:	355,318.98	38,098.92	38,098.92	0.00	393,417.90