



**Library Board of Trustees**

**Meeting Agenda**

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

**Brawley Public Library**

**400 Main Street**

**Brawley, California 92227**

***Diana Lohr***, President

***Luke Hamby***, City Council Liaison

***Judy Grant***, Secretary

***Petra Ortega***, Library Manager

***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, September 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: July 10, 2024.

**Pgs. 4-5**

(1 attachment)

- b. Approve Accounts Payable: July 06, 2024 to September 06, 2024

**Pgs. 6-9**

(1 attachment)

### **4. LIBRARIAN REPORT**

**5. BOARD MEMBER REPORTS**

**6. CITY LIAISON REPORT**

**7. ADJOURNMENT:** *Regular Meeting, Wednesday, October 09, 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 July 10, 2024**

The Library Board of Trustees of the City of Brawley met in regular session on July 10, 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: Harvie, Lohr, Lorenzen, Ortega, Hamby  
Absent : Grant, Pendley (excused)

**Approval of the Agenda:**

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

**Public Appearances:**

There were none

**Consent Agenda:**

The June 24, 2024 Minutes and the July 5, 2024 accounts payable were approved.

**Librarian Report:**

- \* The Main Branch continues to serve more patrons than the Del Rio. The feasibility of continuing to open the Del Rio was discussed. ICOE is not contributing to the cost of maintaining the building.
- \* The library budget is \$450,000.
- \* The library is out of storage space for CDs. The librarian is looking to make some.
- \* Notices are sent to the school districts about the services, activities, and programs the Library offers.
- \* There is a grant for AC repairs

**Board Member Reports:**

- \* E Lorenzen brought up the possibility of keeping the main branch open at least one evening until 7:00 P.M. Currently the Del Rio Branch is opened on Mondays and Tuesdays until 7:00 P.M.
- \* C Harvie voiced a concern about the IV Press not including the Library's activities in the paper. She's going to contact the paper and see what can be done.

\* **City Liaison Report:**

Councilman Hamby shared the city concerns about the cost of repairing the Lion Center pool. He also explained the city guidelines for the use of fireworks.

The Library will be closed for inventory from July 5-July 16th. There will be no Board meeting in August.

The next meeting will be September 11, 2024 at 5:05 P.M.

The meeting was adjourned by the President at 6:26 P.M.

Respectfully submitted

Cynthia Harvie, acting Secretary



City of Brawley

# Detail Report Account Detail

Date Range: 07/06/2024 - 09/06/2024

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		0.00	32,177.03	32,177.03	0.00	32,177.03
<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>
07/08/2024	PYPKT02016	PYPKT02016 - FY 24-...	FY 24-25 PY 07-12-2024		3,977.17	3,977.17
07/26/2024	PYPKT02077	PYPKT02077 - FY 24-...	PYPKT02077 - FY 24-25 PY 07-26-2024 - Pay ...		7,063.78	11,040.95
08/09/2024	PYPKT02087	PYPKT02087 - FY 24-...	PYPKT02087 - FY 24-25 PY 08-09-2024 - Pay ...		7,036.70	18,077.65
08/23/2024	PYPKT02101	PYPKT02101 - FY 24-...	PYPKT02101 - FY 24-25 PY 08-23-2024 - Pay ...		7,029.93	25,107.58
09/06/2024	PYPKT02112	PYPKT02112 - FY 24-...	PYPKT02112 - FY 24-25 PY 09-06-2024 - Pay ...		7,069.45	32,177.03
<u>101-551.000-700.200</u>						
Temporary salaries		0.00	10,734.11	10,734.11	0.00	10,734.11
<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>
07/08/2024	PYPKT02016	PYPKT02016 - FY 24-...	FY 24-25 PY 07-12-2024		1,534.51	1,534.51
07/26/2024	PYPKT02077	PYPKT02077 - FY 24-...	PYPKT02077 - FY 24-25 PY 07-26-2024 - Pay ...		2,343.71	3,878.22
08/09/2024	PYPKT02087	PYPKT02087 - FY 24-...	PYPKT02087 - FY 24-25 PY 08-09-2024 - Pay ...		2,304.81	6,183.03
08/23/2024	PYPKT02101	PYPKT02101 - FY 24-...	PYPKT02101 - FY 24-25 PY 08-23-2024 - Pay ...		2,361.58	8,544.61
09/06/2024	PYPKT02112	PYPKT02112 - FY 24-...	PYPKT02112 - FY 24-25 PY 09-06-2024 - Pay ...		2,189.50	10,734.11
<u>101-551.000-700.300</u>						
Overtime		0.00	27.16	27.16	0.00	27.16
<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>
08/09/2024	PYPKT02087	PYPKT02087 - FY 24-...	PYPKT02087 - FY 24-25 PY 08-09-2024 - Pay ...		17.00	17.00
09/06/2024	PYPKT02112	PYPKT02112 - FY 24-...	PYPKT02112 - FY 24-25 PY 09-06-2024 - Pay ...		10.16	27.16
<u>101-551.000-710.100</u>						
Health insurance		0.00	5,536.82	5,536.82	0.00	5,536.82
<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>
07/08/2024	PYPKT02016	PYPKT02016 - FY 24-...	FY 24-25 PY 07-12-2024		690.58	690.58
07/26/2024	PYPKT02077	PYPKT02077 - FY 24-...	PYPKT02077 - FY 24-25 PY 07-26-2024 - Pay ...		1,211.56	1,902.14
08/09/2024	PYPKT02087	PYPKT02087 - FY 24-...	PYPKT02087 - FY 24-25 PY 08-09-2024 - Pay ...		1,211.56	3,113.70
08/23/2024	PYPKT02101	PYPKT02101 - FY 24-...	PYPKT02101 - FY 24-25 PY 08-23-2024 - Pay ...		1,211.56	4,325.26
09/06/2024	PYPKT02112	PYPKT02112 - FY 24-...	PYPKT02112 - FY 24-25 PY 09-06-2024 - Pay ...		1,211.56	5,536.82
<u>101-551.000-710.200</u>						
F I C A		0.00	3,118.69	3,118.69	0.00	3,118.69
<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>
07/08/2024	PYPKT02016	PYPKT02016 - FY 24-...	FY 24-25 PY 07-12-2024		400.92	400.92
07/26/2024	PYPKT02077	PYPKT02077 - FY 24-...	PYPKT02077 - FY 24-25 PY 07-26-2024 - Pay ...		683.33	1,084.25
08/09/2024	PYPKT02087	PYPKT02087 - FY 24-...	PYPKT02087 - FY 24-25 PY 08-09-2024 - Pay ...		679.58	1,763.83
08/23/2024	PYPKT02101	PYPKT02101 - FY 24-...	PYPKT02101 - FY 24-25 PY 08-23-2024 - Pay ...		682.12	2,445.95
09/06/2024	PYPKT02112	PYPKT02112 - FY 24-...	PYPKT02112 - FY 24-25 PY 09-06-2024 - Pay ...		672.74	3,118.69

**Detail Report**

**Date Range: 07/06/2024 - 09/06/2024**

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-710.300</a>		P E R S	0.00	2,531.61	2,531.61	0.00	2,531.61
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
07/08/2024	PYPKT02016	PYPKT02016 - FY 24-...	FY 24-25 PY 07-12-2024		312.75		312.75
07/26/2024	PYPKT02077	PYPKT02077 - FY 24-...	PYPKT02077 - FY 24-25 PY 07-26-2024 - Pay ...		555.91		868.66
08/09/2024	PYPKT02087	PYPKT02087 - FY 24-...	PYPKT02087 - FY 24-25 PY 08-09-2024 - Pay ...		553.78		1,422.44
08/23/2024	PYPKT02101	PYPKT02101 - FY 24-...	PYPKT02101 - FY 24-25 PY 08-23-2024 - Pay ...		553.25		1,975.69
09/06/2024	PYPKT02112	PYPKT02112 - FY 24-...	PYPKT02112 - FY 24-25 PY 09-06-2024 - Pay ...		555.92		2,531.61
<a href="#">101-551.000-710.310</a>		PERS UAL	0.00	413.53	413.53	0.00	413.53
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
07/10/2024	APPKT01666	INV0004842	FY 24-25 UAL Annu Lump Sum Prepayment	01368 - CalPERS Employees Retirement	413.53		413.53
<a href="#">101-551.000-720.100</a>		Office supplies	0.00	165.84	165.84	0.00	165.84
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/26/2024	APPKT01666	88531817113959396...	Reimbursement/Clips/Organizers	02287 - Petra Ortega	35.92		35.92
08/27/2024	APPKT01676	07222024	Amazon/Bulletin Board/Library	01706 - U.S. Bank Corporate	129.92		165.84
<a href="#">101-551.000-720.200</a>		Books and subscriptions	0.00	133.38	133.38	0.00	133.38
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/08/2024	APPKT01641	2162562	Audiobooks/Retail CD	00217 - Blackstone Audio, Inc.	102.42		102.42
08/27/2024	APPKT01676	07222024	Amazon/Book/Library	01706 - U.S. Bank Corporate	14.00		116.42
08/27/2024	APPKT01676	07222024	Amazon/Book/Library	01706 - U.S. Bank Corporate	16.96		133.38
<a href="#">101-551.000-720.220</a>		Library Programming	0.00	79.86	79.86	0.00	79.86
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
07/17/2024	APPKT01607	8866 9107 5436 8171...	Pasta/Beans/Sunflower Butter/Crackers/Juice	01768 - Wal-Mart Stores Inc #01-1555	59.99		59.99
08/06/2024	APPKT01641	8855 5413 7893 8849	Hand Soap/Snacks/Juice/Tissue	01768 - Wal-Mart Stores Inc #01-1555	19.87		79.86
<a href="#">101-551.000-720.800</a>		Janitorial supplies	0.00	7.28	7.28	0.00	7.28
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/06/2024	APPKT01641	8855 5413 7893 8849	Hand Soap/Snacks/Juice/Tissue	01768 - Wal-Mart Stores Inc #01-1555	7.28		7.28
<a href="#">101-551.000-721.200</a>		Other operating supplies	0.00	123.17	123.17	0.00	123.17
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/15/2024	APPKT01656	9689234 080124	Bulk Water/Cooler Rentals/July 2024	01601 - Sparkletts	76.44		76.44
08/20/2024	APPKT01662	9811 2649 2563 1009...	Laundry Hamper/Spray Bottle/Pens/Clipboa...	01768 - Wal-Mart Stores Inc #01-1555	46.73		123.17
<a href="#">101-551.000-721.900</a>		Small tools & minor equipment	0.00	57.69	57.69	0.00	57.69
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/26/2024	APPKT01666	J47738/2	Bolts/Bolts nuts/Washers/Auger	00228 - Brawley Ace Hardware	57.69		57.69
<a href="#">101-551.000-725.200</a>		Electricity	0.00	1,857.48	1,857.48	0.00	1,857.48
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/15/2024	APPKT01656	7-24IID7.30.24	Pwr Utility Bills/Various Depts/6/27/24 - 7/2...	00805 - Imperial Irrigation District	1,857.48		1,857.48

**Detail Report**

**Date Range: 07/06/2024 - 09/06/2024**

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-730.200</a>		Technical services	0.00	69.98	69.98	0.00	69.98
<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>
07/17/2024	APPKT01607	0213861	Electronic Monitoring Security System/Libra...	00861 - Jade Security Systems Inc	34.99		34.99
08/29/2024	APPKT01666	0214812	Electronic Monitoring Security System/Libra...	00861 - Jade Security Systems Inc	34.99		69.98
<a href="#">101-551.000-740.120</a>		Repair & Maintenance Facility	0.00	326.94	326.94	0.00	326.94
<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>
07/17/2024	APPKT01607	52007	Checked System/Replaced Belt/Library	01379 - R & K Air Conditioning	326.94		326.94
<a href="#">101-551.000-740.130</a>		Repairs & Maintenance Equipment	0.00	104.41	104.41	0.00	104.41
<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>
07/23/2024	APPKT01619	33524042	Copier Usg/Contract Chrg/City Hall/Library/J...	00299 - Canon Financial Services Inc	50.35		50.35
07/29/2024	APPKT01634	J37096/2	Key Schlage & Cable Ring	00228 - Brawley Ace Hardware	12.68		63.03
07/29/2024	APPKT01634	J37218/2	Key Blank/Cable wLock-Crd	00228 - Brawley Ace Hardware	21.50		84.53
08/26/2024	APPKT01666	34195369	Copier Usage/Library/July 2024	00299 - Canon Financial Services Inc	2.06		86.59
08/29/2024	APPKT01666	J42801/2	Padlock	00228 - Brawley Ace Hardware	16.15		102.74
08/29/2024	APPKT01666	OM41415	Black Steel Cap	01025 - LaBrucherie Irrigation Supp LLC	1.67		104.41
<a href="#">101-551.000-740.400</a>		Rents & Leases	0.00	552.00	552.00	0.00	552.00
<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>
07/23/2024	APPKT01619	33520721	Copier Contract Charge/Library/Jul 2024	00299 - Canon Financial Services Inc	105.36		105.36
07/23/2024	APPKT01619	33524042	Copier Usg/Contract Chrg/City Hall/Library/J...	00299 - Canon Financial Services Inc	204.79		310.15
07/31/2024	APPKT01634	8-24Storage	Storage Unit B209/August 2024	01311 - Packers Mini Storage	126.50		436.65
08/15/2024	APPKT01656	9689234 080124	Bulk Water/Cooler Rentals/July 2024	01601 - Sparkletts	9.99		446.64
08/26/2024	APPKT01666	34194915	Contract Charge/Library/Aug 2024	00299 - Canon Financial Services Inc	105.36		552.00
<a href="#">101-551.000-750.200</a>		Communications	0.00	396.69	396.69	0.00	396.69
<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>
08/21/2024	APPKT01662	7-24ATTCalnet	Telephone Services/Various Depts/6/20/24 -...	00168 - AT&T CalNet	354.62		354.62
08/29/2024	APPKT01666	9970804763	Cell Phone Services/Library/7/7/24 - 8/6/24	01738 - Verizon Wireless	42.07		396.69
<a href="#">101-551.000-750.300</a>		Advertising & promotion	0.00	99.00	99.00	0.00	99.00
<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>
08/01/2024	APPKT01634	10369	Brawley High School Booster/Sponsor Ad/Lib...	01604 - Sports Boosters Inc	99.00		99.00
<a href="#">101-551.000-750.400</a>		Travel & Training	0.00	225.00	225.00	0.00	225.00
<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>
08/27/2024	APPKT01676	07222024	CLA/Full Conference/Library	01706 - U.S. Bank Corporate	225.00		225.00
<b>Total Fund: 101 - General Fund:</b>			<b>0.00</b>	<b>58,737.67</b>	<b>58,737.67</b>	<b>0.00</b>	<b>58,737.67</b>
<b>Grand Totals:</b>			<b>0.00</b>	<b>58,737.67</b>	<b>58,737.67</b>	<b>0.00</b>	<b>58,737.67</b>



# Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	0.00	58,737.67	58,737.67	0.00	58,737.67
<b>Grand Total:</b>	<b>0.00</b>	<b>58,737.67</b>	<b>58,737.67</b>	<b>0.00</b>	<b>58,737.67</b>