



**Library Board of Trustees
Special Meeting Agenda
Wednesday, June 19, 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, June 19, 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 Accounts Payable: May 04, 2024 to June 14, 2024

Pgs. 4-7

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Wednesday, July 10, 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

Detail Report Account Detail

Date Range: 05/04/2024 - 06/14/2024

| Account | Name | Beginning Balance | Total Activity | Total Debits | Total Credits | Ending Balance |
|-------------------------------------|----------------------|---------------------------|---|----------------------|---------------|--------------------------------|
| Fund: 101 - General Fund | | | | | | |
| 101-551.000-700.100 | | | | | | |
| Permanent salaries | | 143,683.94 | 20,092.23 | 20,092.23 | 0.00 | 163,776.17 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits Running Balance |
| 05/17/2024 | PYPKT01958 | PYPKT01958 - FY 23-... | PYPKT01958 - FY 23-24 PY 05.17.2024 - Pay ... | | 6,697.41 | 150,381.35 |
| 05/31/2024 | PYPKT01963 | PYPKT01963 - PY 23-... | PYPKT01963 - PY 23-24 PY 05-31-2024 - Pay ... | | 6,703.65 | 157,085.00 |
| 06/14/2024 | PYPKT01970 | PYPKT01970 - FY 23-... | PYPKT01970 - FY 23-24 PY 06.14.2024 - Pay ... | | 6,691.17 | 163,776.17 |
| 101-551.000-700.200 | | | | | | |
| Temporary salaries | | 56,231.49 | 7,593.59 | 7,593.59 | 0.00 | 63,825.08 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits Running Balance |
| 05/17/2024 | PYPKT01958 | PYPKT01958 - FY 23-... | PYPKT01958 - FY 23-24 PY 05.17.2024 - Pay ... | | 2,421.14 | 58,652.63 |
| 05/31/2024 | PYPKT01963 | PYPKT01963 - PY 23-... | PYPKT01963 - PY 23-24 PY 05-31-2024 - Pay ... | | 2,579.21 | 61,231.84 |
| 06/14/2024 | PYPKT01970 | PYPKT01970 - FY 23-... | PYPKT01970 - FY 23-24 PY 06.14.2024 - Pay ... | | 2,593.24 | 63,825.08 |
| 101-551.000-700.300 | | | | | | |
| Overtime | | 262.13 | 65.39 | 65.39 | 0.00 | 327.52 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits Running Balance |
| 05/17/2024 | PYPKT01958 | PYPKT01958 - FY 23-... | PYPKT01958 - FY 23-24 PY 05.17.2024 - Pay ... | | 24.52 | 286.65 |
| 05/31/2024 | PYPKT01963 | PYPKT01963 - PY 23-... | PYPKT01963 - PY 23-24 PY 05-31-2024 - Pay ... | | 16.35 | 303.00 |
| 06/14/2024 | PYPKT01970 | PYPKT01970 - FY 23-... | PYPKT01970 - FY 23-24 PY 06.14.2024 - Pay ... | | 24.52 | 327.52 |
| 101-551.000-710.100 | | | | | | |
| Health insurance | | 24,359.30 | 2,423.12 | 2,423.12 | 0.00 | 26,782.42 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits Running Balance |
| 05/17/2024 | PYPKT01958 | PYPKT01958 - FY 23-... | PYPKT01958 - FY 23-24 PY 05.17.2024 - Pay ... | | 1,211.56 | 25,570.86 |
| 06/14/2024 | PYPKT01970 | PYPKT01970 - FY 23-... | PYPKT01970 - FY 23-24 PY 06.14.2024 - Pay ... | | 1,211.56 | 26,782.42 |
| 101-551.000-710.200 | | | | | | |
| F I C A | | 14,582.64 | 2,050.26 | 2,050.26 | 0.00 | 16,632.90 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits Running Balance |
| 05/17/2024 | PYPKT01958 | PYPKT01958 - FY 23-... | PYPKT01958 - FY 23-24 PY 05.17.2024 - Pay ... | | 663.10 | 15,245.74 |
| 05/31/2024 | PYPKT01963 | PYPKT01963 - PY 23-... | PYPKT01963 - PY 23-24 PY 05-31-2024 - Pay ... | | 711.39 | 15,957.13 |
| 06/14/2024 | PYPKT01970 | PYPKT01970 - FY 23-... | PYPKT01970 - FY 23-24 PY 06.14.2024 - Pay ... | | 675.77 | 16,632.90 |
| 101-551.000-710.300 | | | | | | |
| P E R S | | 11,018.99 | 1,543.10 | 1,543.10 | 0.00 | 12,562.09 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits Running Balance |
| 05/17/2024 | PYPKT01958 | PYPKT01958 - FY 23-... | PYPKT01958 - FY 23-24 PY 05.17.2024 - Pay ... | | 514.37 | 11,533.36 |
| 05/31/2024 | PYPKT01963 | PYPKT01963 - PY 23-... | PYPKT01963 - PY 23-24 PY 05-31-2024 - Pay ... | | 514.84 | 12,048.20 |
| 06/14/2024 | PYPKT01970 | PYPKT01970 - FY 23-... | PYPKT01970 - FY 23-24 PY 06.14.2024 - Pay ... | | 513.89 | 12,562.09 |
| 101-551.000-710.600 | | | | | | |
| Tuition reimbursement | | 0.00 | 750.00 | 750.00 | 0.00 | 750.00 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits Running Balance |
| 05/21/2024 | APPKT01544 | 5-24Tuition | Reimb/Community Based Education/Univ of... | 02287 - Petra Ortega | 750.00 | 750.00 |

Detail Report

Date Range: 05/04/2024 - 06/14/2024

| Account | | Name | Beginning Balance | Total Activity | Total Debits | Total Credits | Ending Balance |
|-------------------------------------|---------------|-------------------------------|--|--------------------------------------|--------------|---------------|-----------------|
| 101-551.000-720.100 | | Office supplies | 1,292.51 | 34.58 | 34.58 | 0.00 | 1,327.09 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/08/2024 | APPKT01531 | 2877 7851 9654 6385... | Cricut Replacement Blades/Cutting Machine... | 01768 - Wal-Mart Stores Inc #01-1555 | 23.09 | | 1,315.60 |
| 06/05/2024 | APPKT01555 | 7485333 | Subject Classification Labels/Bookmarks | 00479 - Demco Inc | 11.49 | | 1,327.09 |
| 101-551.000-720.200 | | Books and subscriptions | 20,535.56 | 3,286.58 | 3,286.58 | 0.00 | 23,822.14 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/08/2024 | APPKT01531 | CAL346694I | Cultures of the World Library Set/Books | 00322 - Cavendish Square | 220.30 | | 20,755.86 |
| 05/08/2024 | APPKT01531 | J210118 | Children Plan/Service for Jan 2024 - Dec 2024 | 00254 - Brodart Company | 2,443.77 | | 23,199.63 |
| 05/30/2024 | APPKT01551 | 04222024 | Amazon/Books/Library | 01706 - U.S. Bank Corporate | 58.71 | | 23,258.34 |
| 05/30/2024 | APPKT01551 | 04222024 | Amazon/Books/Library | 01706 - U.S. Bank Corporate | 18.50 | | 23,276.84 |
| 05/30/2024 | APPKT01551 | 04222024 | Amazon/Book/Library | 01706 - U.S. Bank Corporate | 25.84 | | 23,302.68 |
| 05/30/2024 | APPKT01551 | 04222024 | Amazon/Book/Library | 01706 - U.S. Bank Corporate | 12.27 | | 23,314.95 |
| 05/30/2024 | APPKT01551 | 04222024 | Amazon/Books/Zip/Library | 01706 - U.S. Bank Corporate | 322.19 | | 23,637.14 |
| 05/30/2024 | APPKT01551 | 04222024 | Amazon/Books/Library | 01706 - U.S. Bank Corporate | 21.54 | | 23,658.68 |
| 06/06/2024 | APPKT01555 | 5-24Subscription2 | 1 Year Subscription to IV Press/Acct 232504 | 00823 - Imperial Valley Press | 163.46 | | 23,822.14 |
| 101-551.000-720.220 | | Library Programming | 807.30 | 34.21 | 34.21 | 0.00 | 841.51 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 06/05/2024 | APPKT01555 | 7485333 | Subject Classification Labels/Bookmarks | 00479 - Demco Inc | 34.21 | | 841.51 |
| 101-551.000-721.200 | | Other operating supplies | 7,333.26 | 127.90 | 127.90 | 0.00 | 7,461.16 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/09/2024 | APPKT01533 | 9689234 050124 | Bulk Water/Cooler Rentals/April 2024 | 01601 - Sparkletts | 76.44 | | 7,409.70 |
| 06/13/2024 | APPKT01557 | 9689234 060124 | Bulk Water/Cooler Rentals/May 2024 | 01601 - Sparkletts | 51.46 | | 7,461.16 |
| 101-551.000-721.900 | | Small tools & minor equipment | 8,949.82 | 153.44 | 153.44 | 0.00 | 9,103.26 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/09/2024 | APPKT01531 | 75126779 | Apple TV | 00720 - GovConnection Inc | 153.44 | | 9,103.26 |
| 101-551.000-725.200 | | Electricity | 9,437.03 | 2,446.95 | 2,446.95 | 0.00 | 11,883.98 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/16/2024 | APPKT01533 | 4-24IID4.29.24 | Pwr Utility Bills/Various Depts/3/28/24 - 4/2... | 00805 - Imperial Irrigation District | 1,065.12 | | 10,502.15 |
| 06/13/2024 | APPKT01557 | 5-24IID5.30.24 | Pwr Utility Bills/Various Depts/4/26/24 - 5/2... | 00805 - Imperial Irrigation District | 1,381.83 | | 11,883.98 |
| 101-551.000-730.200 | | Technical services | 1,158.07 | 304.43 | 374.15 | 69.72 | 1,462.50 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/08/2024 | APPKT01531 | 154554554 | Alarm Monitoring/Library/City Hall/May 2024 | 00026 - ADT Commercial | 69.72 | | 1,227.79 |
| 05/10/2024 | APPKT01535 | Item - 154554554 : V... | Alarm Monitoring/Library/City Hall/May 2024 | | | 69.72 | 1,158.07 |
| 05/15/2024 | APPKT01533 | 154554554A | Alarm Monitoring/Library/City Hall/May 2024 | 00026 - ADT Commercial | 69.72 | | 1,227.79 |
| 06/05/2024 | APPKT01555 | 0211926 | Electronic Monitoring Security System/Libra... | 00861 - Jade Security Systems Inc | 34.99 | | 1,262.78 |
| 06/10/2024 | APPKT01557 | 154933113 | Alarm Monitoring/Library/City Hall/Jun 2024 | 00026 - ADT Commercial | 69.72 | | 1,332.50 |
| 06/13/2024 | APPKT01557 | 14336699 MT | Monthly Pest Control/Library | 01732 - Valley Pest Services Inc | 40.00 | | 1,372.50 |
| 06/13/2024 | APPKT01557 | 14337600 MT | Monthly Pest Control/Library | 01732 - Valley Pest Services Inc | 40.00 | | 1,412.50 |
| 06/13/2024 | APPKT01557 | 14338647 MT | Monthly Pest Control/Library | 01732 - Valley Pest Services Inc | 50.00 | | 1,462.50 |

Detail Report

Date Range: 05/04/2024 - 06/14/2024

| Account | | Name | Beginning Balance | Total Activity | Total Debits | Total Credits | Ending Balance |
|--|---------------|---------------------------------|---|--------------------------------------|------------------|---------------|-------------------|
| 101-551.000-740.130 | | Repairs & Maintenance Equipment | 277.94 | 104.42 | 104.42 | 0.00 | 382.36 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/08/2024 | APPKT01531 | 32366253 | Copier Usage/Library/Mar 2024 | 00299 - Canon Financial Services Inc | 6.49 | | 284.43 |
| 05/08/2024 | APPKT01531 | 32366254 | Copier Usg/Contract Chrg/City Hall/Library/... | 00299 - Canon Financial Services Inc | 30.06 | | 314.49 |
| 05/09/2024 | APPKT01531 | 32198053 | Copier Usg/Contract Chrg/City Hall/Library/F... | 00299 - Canon Financial Services Inc | 22.34 | | 336.83 |
| 06/10/2024 | APPKT01557 | 32533673 | Copier Usage/Library/Apr 2024 | 00299 - Canon Financial Services Inc | 5.60 | | 342.43 |
| 06/10/2024 | APPKT01557 | 32533674 | Copier Usg/Contract Chrg/City Hall/Library/... | 00299 - Canon Financial Services Inc | 39.93 | | 382.36 |
| 101-551.000-740.400 | | Rents & Leases | 2,034.84 | 845.07 | 845.07 | 0.00 | 2,879.91 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/08/2024 | APPKT01531 | 32366254 | Copier Usg/Contract Chrg/City Hall/Library/... | 00299 - Canon Financial Services Inc | 204.79 | | 2,239.63 |
| 05/09/2024 | APPKT01531 | 32198053 | Copier Usg/Contract Chrg/City Hall/Library/F... | 00299 - Canon Financial Services Inc | 204.79 | | 2,444.42 |
| 05/09/2024 | APPKT01531 | 32366250 | Copier Contract Charge/Library/Apr 2024 | 00299 - Canon Financial Services Inc | 105.36 | | 2,549.78 |
| 05/09/2024 | APPKT01533 | 9689234 050124 | Bulk Water/Cooler Rentals/April 2024 | 01601 - Sparkletts | 9.99 | | 2,559.77 |
| 06/10/2024 | APPKT01557 | 32533670 | Copier Contract Charge/Library/May 2024 | 00299 - Canon Financial Services Inc | 105.36 | | 2,665.13 |
| 06/10/2024 | APPKT01557 | 32533674 | Copier Usg/Contract Chrg/City Hall/Library/... | 00299 - Canon Financial Services Inc | 204.79 | | 2,869.92 |
| 06/13/2024 | APPKT01557 | 9689234 060124 | Bulk Water/Cooler Rentals/May 2024 | 01601 - Sparkletts | 9.99 | | 2,879.91 |
| 101-551.000-750.200 | | Communications | 3,224.75 | 396.40 | 396.40 | 0.00 | 3,621.15 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/15/2024 | APPKT01533 | 9963444380 | Cell Phone Services/Library/4/7/24 - 5/6/24 | 01738 - Verizon Wireless | 42.05 | | 3,266.80 |
| 05/16/2024 | APPKT01533 | 4-24ATTCalnet | Telephone Services/Various Depts/3/20/24 -... | 00168 - AT&T CalNet | 354.35 | | 3,621.15 |
| 101-551.000-750.300 | | Advertising & promotion | 198.00 | 82.46 | 82.46 | 0.00 | 280.46 |
| Post Date | Packet Number | Source Transaction | Description | Vendor | Debits | Credits | Running Balance |
| 05/08/2024 | APPKT01531 | 1790 4282 6381 0320... | Tubs/Cups/Planners/Pens/Art Supplies/Gift ... | 01768 - Wal-Mart Stores Inc #01-1555 | 82.46 | | 280.46 |
| Total Fund: 101 - General Fund: | | | 305,387.57 | 42,334.13 | 42,403.85 | 69.72 | 347,721.70 |
| Grand Totals: | | | 305,387.57 | 42,334.13 | 42,403.85 | 69.72 | 347,721.70 |

Fund Summary

| Fund | Beginning Balance | Total Activity | Total Debits | Total Credits | Ending Balance |
|---------------------|-------------------|------------------|------------------|---------------|-------------------|
| 101 - General Fund | 305,387.57 | 42,334.13 | 42,403.85 | 69.72 | 347,721.70 |
| Grand Total: | 305,387.57 | 42,334.13 | 42,403.85 | 69.72 | 347,721.70 |