



Library Board of Trustees

Meeting Agenda

Wednesday, November 13, 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 or call 760-344-1891 any time before 2:00 pm, November 13, 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: October 09, 2024 and October 24, 2024.

Pgs. 4-6

(2 attachment)

- b. Approve Accounts Payable: October 05, 2024 to November 08, 2024

Pgs. 7-11

(1 attachment)

4. LIBRARIAN REPORT

5. REGULAR BUSINESS

- a. Discuss potential action to change the Brawley Public Library Board of Trustees Regular Meeting time presented by Petra Ortega, Library Manager.

6. BOARD MEMBER REPORTS

7. CITY LIAISON REPORT

8. ADJOURNMENT: *Regular Meeting, Wednesday, December 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 October 9, 2024**

The Library Board of Trustees of the City of Brawley met in regular session on October 9, 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 5:05 P.M.

Roll Call:

Present: Grant, Harvie, Lohr, Pendley, Ortega, Hamby

Absent: Lorenzen

One guest. Shirley Jones

Approval of the Agenda:

The Agenda was approved. m/s/p Pendley/Harvie

Public Appearances:

Shirley Jones spoke about our library's computer use policy. She thanked the staff for their kindness and helpfulness with some forms she was filling out. Her question was about the hour time limit for using a computer. Her project took more than an hour and she did get to finish, but felt there might have been an easier way to complete her work if she could have just continued using the computer she started with.

Consent Agenda:

The Consent agenda, which included Board Minutes from 9/11/24 and Accounts Payable 9/7/24-10/4/24, was approved. m/s/c. Pendley/Harvie.

Librarian's Report:

*The statistics show that very few patrons are using the Del Rio Branch. We do have an increase in teens coming into the Main Branch during lunch.

- *. We're still waiting to learn if there will be funding for the Libraries on the Spectrum program.
- * The director is waiting for Public Works to finish their reports before we can begin using our Grant funds to fix the windows and the venting for the AC
- * The Director would like to convert the Rotary reading room to a room for Teens.
- * The Children's Literacy Services program offered three story times with arts and crafts.
- * 4 basic computer classes for adults and two online language classes are offered by the Adult Literacy Services Program.
- * The Adult Literacy Program attended the Pioneer Memorial Museum's 2nd Annual Family Discovery Day event.
- * Halloween candy will be given out to children checking out a book on Halloween

Other Library Business

1. It was approved to remove late fees from the Library's fee structure. Damaged or lost books will still have to be paid for.
m/s/c Grant/Pendley
2. At the November meeting the Board will discuss the regular meeting time from the current time to a time on Tuesday or Thursday at noon with lunch being ordered.
3. The Director will contact the Desert Review about posting our calendar and other news since it is so challenging getting things into the IV Press.

There were no Board Member Reports.

City Liaison

1. Councilman Hamby reported that the road repairs are going well and are ahead of schedule. Most will be finished by Cattle Call. He isn't sure what is going on with the hospital

There was no further business. The next meeting will be Wednesday, November 13, 2024 at 5:05 P.M.

The meeting was adjourned at 6:22 P.M.

Respectfully submitted

Judy Grant, Recording Secretary

**City of Brawley
Library Board of Trustees
Minutes of Special Meeting
October 24, 2024**

The Library Board of Trustees met in Special Session on October 24, 2024. The Library Director attests to the posting of the Agenda pursuant to the California Government Code 54956.

The meeting was called to order at 5:05 P.M.

Roll Call:

Present: Grant, Harvie, Lorenzen, Lohr, Pendley, Ortega.

Absent: Hamby

Approval of the Agenda:

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

Because this was a Special Meeting there was no Consent Agenda.

The Library Director did report there is an opening for a full time position of Literacy Coordinator. It will be grant funded and the position has been posted.

Regular Business:

The Director discussed the new operating schedule for the main branch of the Library. The hours at Del Rio will remain the same. The main branch will now be open on Tuesdays and Saturdays and no longer close for lunch. The new hours will go into effect the first of November.

The Library will be closed for the Cattle Call Parade.

The Meeting was adjourned at 5:45 P.M.

The next regular meeting will be Wednesday, November 13, 2024.

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 10/05/2024 - 11/08/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
101-551.000-700.100	Permanent salaries	46,291.06	14,105.09	14,105.09	0.00	60,396.15
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/18/2024	PYPKT02154	PYPKT02154 - Fy 24-...	PYPKT02154 - Fy 24-25 PY 10-18-2024 - Pay ...		7,057.04	53,348.10
11/01/2024	PYPKT02168	PYPKT02168 - FY 24-...	PYPKT02168 - FY 24-25 PY 11-01-2024 - Pay ...		7,048.05	60,396.15
101-551.000-700.200	Temporary salaries	15,227.94	4,544.48	4,544.48	0.00	19,772.42
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/18/2024	PYPKT02154	PYPKT02154 - Fy 24-...	PYPKT02154 - Fy 24-25 PY 10-18-2024 - Pay ...		2,325.36	17,553.30
11/01/2024	PYPKT02168	PYPKT02168 - FY 24-...	PYPKT02168 - FY 24-25 PY 11-01-2024 - Pay ...		2,219.12	19,772.42
101-551.000-700.300	Overtime	103.67	18.66	18.66	0.00	122.33
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/18/2024	PYPKT02154	PYPKT02154 - Fy 24-...	PYPKT02154 - Fy 24-25 PY 10-18-2024 - Pay ...		10.16	113.83
11/01/2024	PYPKT02168	PYPKT02168 - FY 24-...	PYPKT02168 - FY 24-25 PY 11-01-2024 - Pay ...		8.50	122.33
101-551.000-700.900	Moveup Pay	0.00	0.00	0.00	0.00	0.00
101-551.000-701.000	Auto/Other Allowance	0.00	0.00	0.00	0.00	0.00
101-551.000-701.100	Vacation Leave Buyback	0.00	0.00	0.00	0.00	0.00
101-551.000-701.410	Longevity Bonus	0.00	0.00	0.00	0.00	0.00
101-551.000-710.100	Health insurance	7,959.94	2,423.12	2,423.12	0.00	10,383.06
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/18/2024	PYPKT02154	PYPKT02154 - Fy 24-...	PYPKT02154 - Fy 24-25 PY 10-18-2024 - Pay ...		1,211.56	9,171.50
11/01/2024	PYPKT02168	PYPKT02168 - FY 24-...	PYPKT02168 - FY 24-25 PY 11-01-2024 - Pay ...		1,211.56	10,383.06
101-551.000-710.200	F I C A	4,475.35	1,355.44	1,355.44	0.00	5,830.79
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/18/2024	PYPKT02154	PYPKT02154 - Fy 24-...	PYPKT02154 - Fy 24-25 PY 10-18-2024 - Pay ...		682.20	5,157.55
11/01/2024	PYPKT02168	PYPKT02168 - FY 24-...	PYPKT02168 - FY 24-25 PY 11-01-2024 - Pay ...		673.24	5,830.79
101-551.000-710.300	P E R S	3,642.37	1,109.16	1,109.16	0.00	4,751.53
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/18/2024	PYPKT02154	PYPKT02154 - Fy 24-...	PYPKT02154 - Fy 24-25 PY 10-18-2024 - Pay ...		555.38	4,197.75
11/01/2024	PYPKT02168	PYPKT02168 - FY 24-...	PYPKT02168 - FY 24-25 PY 11-01-2024 - Pay ...		553.78	4,751.53
101-551.000-710.310	PERS UAL	413.53	0.00	0.00	0.00	413.53

Detail Report

Date Range: 10/05/2024 - 11/08/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
101-551.000-710.320	Pension Obligation Debt Serv.	0.00	0.00	0.00	0.00	0.00	
101-551.000-710.400	Unemployment	0.00	0.00	0.00	0.00	0.00	
101-551.000-710.500	Workers' compensation	0.00	0.00	0.00	0.00	0.00	
101-551.000-710.600	Tuition reimbursement	0.00	0.00	0.00	0.00	0.00	
101-551.000-720.100	Office supplies	173.28	0.00	0.00	0.00	173.28	
101-551.000-720.200	Books and subscriptions	371.66	64.45	64.45	0.00	436.11	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/22/2024	APPKT01736	2338 8104 8492 4760...	Napkins/Insect Killer/Dish Soap/Scrubber/B...	01768 - Wal-Mart Stores Inc #01-1555	64.45		436.11
101-551.000-720.210	Audiovisual materials/CD's	0.00	0.00	0.00	0.00	0.00	
101-551.000-720.220	Library Programming	79.86	349.41	349.41	0.00	429.27	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/30/2024	APPKT01755	7543615	Finish Paper Rolls	00479 - Demco Inc	289.44		369.30
11/04/2024	POPKT01087	C-045759	Halloween event/candies and supplies for Li...	00397 - Costco Wholesale #121	59.97		429.27
101-551.000-720.221	Library Programing- Grants	0.00	0.00	0.00	0.00	0.00	
101-551.000-720.500	Electrical supplies	0.00	0.00	0.00	0.00	0.00	
101-551.000-720.700	Construction materials	0.00	0.00	0.00	0.00	0.00	
101-551.000-720.800	Janitorial supplies	19.84	0.00	0.00	0.00	19.84	
101-551.000-721.100	Uniforms	0.00	0.00	0.00	0.00	0.00	
101-551.000-721.110	Meeting Supplies	0.00	0.00	0.00	0.00	0.00	
101-551.000-721.200	Other operating supplies	715.04	108.71	108.71	0.00	823.75	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/22/2024	APPKT01736	2338 8104 8492 4760...	Napkins/Insect Killer/Dish Soap/Scrubber/B...	01768 - Wal-Mart Stores Inc #01-1555	21.16		736.20
10/22/2024	APPKT01736	6648 9830 9819 2476...	Cricut Cutting Machine/Adhesive Mat	01768 - Wal-Mart Stores Inc #01-1555	30.21		766.41
11/04/2024	POPKT01087	C-045759	Halloween event/candies and supplies for Li...	00397 - Costco Wholesale #121	57.34		823.75
101-551.000-721.900	Small tools & minor equipment	57.69	326.74	326.74	0.00	384.43	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/09/2024	APPKT01725	OM41863	Sloan Repair Kit	01025 - LaBrucherie Irrigation Supp LLC	47.74		105.43
10/22/2024	APPKT01736	6648 9830 9819 2476...	Cricut Cutting Machine/Adhesive Mat	01768 - Wal-Mart Stores Inc #01-1555	279.00		384.43
101-551.000-725.200	Electricity	3,494.41	1,303.63	1,303.63	0.00	4,798.04	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/17/2024	APPKT01727	9-24IIDBestRd	PowerBill/Various Depts	00805 - Imperial Irrigation District	1,303.63		4,798.04
101-551.000-730.100	Professional services	0.00	0.00	0.00	0.00	0.00	

Detail Report

Date Range: 10/05/2024 - 11/08/2024

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-730.200		Technical services	359.37	184.99	184.99	0.00	544.36
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/22/2024	APPKT01736	0215766	Electronic Monitoring Security System/Libra...	00861 - Jade Security Systems Inc	34.99		394.36
10/30/2024	APPKT01755	14340791 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		444.36
10/30/2024	APPKT01755	14341668 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		494.36
10/30/2024	APPKT01755	14342375 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		544.36
101-551.000-740.100		Repair & Maintenance Vehicles	0.00	0.00	0.00	0.00	0.00
101-551.000-740.120		Repair & Maintenance Facility	759.56	2,341.36	2,341.36	0.00	3,100.92
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/16/2024	APPKT01727	1296	Remove Old Exhaust Fans & Install New Ones	02328 - SD Electric and Hvacv/R Inc	1,217.60		1,977.16
10/16/2024	APPKT01727	1297	Remove Light Fixture/Install LED Flat Panel ...	02328 - SD Electric and Hvacv/R Inc	835.07		2,812.23
10/16/2024	APPKT01727	1298	Relocate Thermostat/Install Blank Cover	02328 - SD Electric and Hvacv/R Inc	247.50		3,059.73
10/18/2024	APPKT01736	J65612/2	Tension Band/Cartridge Bolt	00228 - Brawley Ace Hardware	41.19		3,100.92
101-551.000-740.130		Repairs & Maintenance Equipment	130.69	87.95	87.95	0.00	218.64
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/10/2024	APPKT01725	J15965/2	Keys/Cable Key Ring/Key Bands	00228 - Brawley Ace Hardware	33.05		163.74
10/15/2024	APPKT01727	34195268	Copier Usage & Contract/City Hall & Library	00299 - Canon Financial Services Inc	35.75		199.49
10/22/2024	APPKT01736	34869594	Copier Usg/Contract Chrg/City Hall/Library/S...	00299 - Canon Financial Services Inc	17.55		217.04
10/22/2024	APPKT01736	34869882	Copier Usage/Library/Aug 2024	00299 - Canon Financial Services Inc	1.60		218.64
101-551.000-740.200		Cleaning services	712.50	0.00	0.00	0.00	712.50
101-551.000-740.400		Rents & Leases	1,125.14	409.58	409.58	0.00	1,534.72
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/15/2024	APPKT01727	34195268	Copier Usage & Contract/City Hall & Library	00299 - Canon Financial Services Inc	204.79		1,329.93
10/22/2024	APPKT01736	34869594	Copier Usg/Contract Chrg/City Hall/Library/S...	00299 - Canon Financial Services Inc	204.79		1,534.72
101-551.000-740.411		Software Subscription	4,635.00	675.00	675.00	0.00	5,310.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/09/2024	APPKT01725	35447	KidSpeak Subscription Renewal/9/1/24 - 8/3...	02380 - Transparent Language Inc.	675.00		5,310.00
101-551.000-750.100		Insurance	0.00	0.00	0.00	0.00	0.00
101-551.000-750.200		Communications	756.35	224.31	224.31	0.00	980.66
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/14/2024	APPKT01727	9-24ATTCalnet	Telephone Services/Various Depts/8/20/24 -...	00168 - AT&T CalNet	91.26		847.61
10/21/2024	APPKT01736	9973204592	Cell Phone Services/Library/8/7/24 - 9/6/24	01738 - Verizon Wireless	42.11		889.72
10/31/2024	APPKT01755	9975625681	Cell Phone Sevices/Library/8/7/24 - 9/6/24	01738 - Verizon Wireless	90.94		980.66
101-551.000-750.210		Postage	0.00	0.00	0.00	0.00	0.00
101-551.000-750.300		Advertising & promotion	99.00	0.00	0.00	0.00	99.00

Detail Report

Date Range: 10/05/2024 - 11/08/2024

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
101-551.000-750.400	Travel & Training	225.00	515.22	515.22	0.00	740.22	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/05/2024	APPKT01711	10-24Travel	2024 Annual Library Associ. Conf/Pasadena	02287 - Petra Ortega	515.22		740.22
101-551.000-750.600	Contributions,Memberships,Dues	0.00	0.00	0.00	0.00	0.00	
101-551.000-750.650	Taxes, Fees, and Penalties	25.30	7.98	7.98	0.00	33.28	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/30/2024	APPKT01755	9-24Sales Tax	Q3 Sales & Use Tax Return/Period 7/1/24 - 9...	00277 - California Department of Tax & Fee Administration	7.98		33.28
101-551.000-760.100	Interest	0.00	0.00	0.00	0.00	0.00	
101-551.000-760.200	Principal	0.00	0.00	0.00	0.00	0.00	
101-551.000-760.500	Principal - SBITA Lease	0.00	0.00	0.00	0.00	0.00	
101-551.000-760.600	Interest- SBITA Lease	0.00	0.00	0.00	0.00	0.00	
101-551.000-800.200	Buildings	0.00	0.00	0.00	0.00	0.00	
101-551.000-800.300	Improvements othen than buildings	0.00	0.00	0.00	0.00	0.00	
101-551.000-800.400	Equipment	0.00	0.00	0.00	0.00	0.00	
101-551.000-800.600	Office furniture	0.00	0.00	0.00	0.00	0.00	
101-551.000-800.700	Software Subscription	0.00	0.00	0.00	0.00	0.00	
101-551.100-700.100	Permanent salaries	0.00	0.00	0.00	0.00	0.00	
101-551.200-700.100	Permanent Salaries	0.00	0.00	0.00	0.00	0.00	
101-551.200-710.100	Health Insurance	0.00	0.00	0.00	0.00	0.00	
101-551.200-710.200	F I C A	0.00	0.00	0.00	0.00	0.00	
101-551.200-710.300	P E R S	0.00	0.00	0.00	0.00	0.00	
101-551.200-710.400	Unemployment	0.00	0.00	0.00	0.00	0.00	
Total Fund: 101 - General Fund:		91,853.55	30,155.28	30,155.28	0.00	122,008.83	
Grand Totals:		91,853.55	30,155.28	30,155.28	0.00	122,008.83	

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	91,853.55	30,155.28	30,155.28	0.00	122,008.83
Grand Total:	91,853.55	30,155.28	30,155.28	0.00	122,008.83