



**Library Board of Trustees
Regular Meeting Agenda
Wednesday, September 13, 2023 at 5:05 PM
Brawley Public Library
400 Main Street
Brawley, California 92227**

Liz Lorenzen, President

Judy Grant, Secretary

Dixie Smith, Board Member

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, September 13, 2023.

- 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: May 10, 2023.

Pgs. 4 – 5

(1 attachment)

- b. Approve Accounts Payable: May 06, 2023 to September 08, 2023

Pgs. 6-13

(1 attachment)

4. STUDY SESSION

- a. Review Brawley Public Library Board of Trustees Bylaws

5. LIBRARIAN REPORT

6. BOARD MEMBER REPORTS

7. CITY LIASON REPORT

8. ADJOURNMENT: Regular Meeting, Wednesday, October 11, 2023 @ 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 May 10, 2023

The Library Board of Trustees of the City of Brawley met in regular session on May 10, 2023 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 Section 54956.

Board President Lorenzen called the meeting to order at 5:15 P.M.

Roll Call:

Present: Grant, Lohr, Lorenzen, Ortega, Pendley, Smith, Hamby.

No one was absent

Approval of the Agenda:

The Agenda was approved. m/s/c. Lohr/Smith

Public Appearances:

A couple of parents have called Mrs Grant asking how their teens might help with the summer reading program. They've been referred to the Library Director.

Consent Agenda:

The Consent Agenda, including the April Minutes and the Accounts payable, was approved. m/s/c. Pendley/Lohr.

Presentations :

Supervisory Clerk, Itzajana Ortega, shared what she learned at the American Library Association LibLearnX conference in New Orleans. She's excited to be working with the EL Program.

Librarian Report:

- * A drinking fountain inside the library has detached from the wall. Parks and Rec will do the repairs
- * Stephanie Martinez is the new Supervisory Clerk. She's helped rearrange the Children's section.

- * The May 2023 activity calendar has been shared on the city social media accounts.
- * Zip Books are being ordered. We've used over half of the awarded funds.
- * Summer Reading is Finding Your Voice.

Board member's reports

The President asked how The Friends received their mail. All mail goes through Finance. She also suggested we put an ad in the paper for our book sale on May 20th. Shirley Jones has donated a lot of her old music books

The City Liason report

The city has lots of job openings. Taco fest went well.

There was no further business. The next meeting will be June 14th at 5:05 P.M.

The President adjourned the meeting at 6:35 P.M.

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 05/06/2023 - 09/08/2023

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
<u>101-551.000-700.100</u>						
	Permanent salaries	111,343.47	57,569.32	57,569.32	0.00	168,912.79
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...		7,672.04	119,015.51
06/02/2023	PYPKT01148	PYPKT01148 - FY 22-...	PYPKT01148 - FY 22-23 PR 06.02.2023 - Pay ...		5,893.60	124,909.11
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...		6,035.72	130,944.83
06/30/2023	PYPKT01189	PYPKT01189 - FY 22-...	PYPKT01189 - FY 22-23 PR 06.30.2023 - Pay ...		6,030.78	136,975.61
06/30/2023	PYPKT01236	PYPKT01236 - FY 23-...	Payroll accrual from 6/27/23-6/30/23		1,795.72	138,771.33
07/14/2023	PYPKT01236	PYPKT01236 - FY 23-...	PYPKT01236 - FY 23-24 PR 07.14.2023 - Pay ...		4,617.78	143,389.11
07/28/2023	PYPKT01260	PYPKT01260 - FY 23-...	PYPKT01260 - FY 23-24 PR 07.28.2023 - Pay ...		6,423.99	149,813.10
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...		6,363.60	156,176.70
08/25/2023	PYPKT01292	PYPKT01292 - FY 23-...	PYPKT01292 - FY 23-24 PY 08.25.23 - Pay 8/...		6,412.78	162,589.48
09/08/2023	PYPKT01303	PYPKT01303 - FY23-2...	PYPKT01303 - FY23-24 PY09/08/2023 - Pay 9...		6,323.31	168,912.79
<u>101-551.000-700.200</u>						
	Temporary salaries	54,167.16	25,404.01	25,448.61	44.60	79,571.17
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...		240.94	54,408.10
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...		339.91	54,748.01
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...		2,214.43	56,962.44
05/31/2023	APPKT01009	4131	Work Study Student/4/11/23 - 5/10/23	00816 - Imperial Valley College	44.60	57,007.04
05/31/2023	APPKT01024	4131	Work Study Student/4/11/23 - 5/10/23	00816 - Imperial Valley College		44.60 56,962.44
06/02/2023	PYPKT01148	PYPKT01148 - FY 22-...	PYPKT01148 - FY 22-23 PR 06.02.2023 - Pay ...		2,662.29	59,624.73
06/02/2023	APPKT01024	4131	Work Study Student/4/11/23 - 5/10/23	00816 - Imperial Valley College	44.60	59,669.33
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...		2,093.97	61,763.30
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...		357.11	62,120.41
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...		391.53	62,511.94
06/30/2023	PYPKT01189	PYPKT01189 - FY 22-...	PYPKT01189 - FY 22-23 PR 06.30.2023 - Pay ...		2,950.53	65,462.47
06/30/2023	PYPKT01236	PYPKT01236 - FY 23-...	Payroll accrual from 6/27/23-6/30/23		805.74	66,268.21
07/14/2023	PYPKT01236	PYPKT01236 - FY 23-...	PYPKT01236 - FY 23-24 PR 07.14.2023 - Pay ...		2,071.95	68,340.16
07/28/2023	PYPKT01260	PYPKT01260 - FY 23-...	PYPKT01260 - FY 23-24 PR 07.28.2023 - Pay ...		2,834.36	71,174.52
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...		236.65	71,411.17
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...		2,073.18	73,484.35
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...		473.28	73,957.63
08/25/2023	PYPKT01292	PYPKT01292 - FY 23-...	PYPKT01292 - FY 23-24 PY 08.25.23 - Pay 8/...		2,848.00	76,805.63
09/08/2023	PYPKT01303	PYPKT01303 - FY23-2...	PYPKT01303 - FY23-24 PY09/08/2023 - Pay 9...		2,765.54	79,571.17

Detail Report

Date Range: 05/06/2023 - 09/08/2023

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-700.300		Overtime		29.60	77.99	77.99	0.00	107.59
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/30/2023	PYPKT01189	PYPKT01189 - FY 22-...	PYPKT01189 - FY 22-23 PR 06.30.2023 - Pay ...			7.40		37.00
07/28/2023	PYPKT01260	PYPKT01260 - FY 23-...	PYPKT01260 - FY 23-24 PR 07.28.2023 - Pay ...			15.69		52.69
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...			15.69		68.38
08/25/2023	PYPKT01292	PYPKT01292 - FY 23-...	PYPKT01292 - FY 23-24 PY 08.25.23 - Pay 8/...			7.84		76.22
09/08/2023	PYPKT01303	PYPKT01303 - FY23-2...	PYPKT01303 - FY23-24 PY09/08/2023 - Pay 9...			31.37		107.59
101-551.000-701.100		Vacation Leave Buyback		0.00	900.35	900.35	0.00	900.35
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/30/2023	PYPKT01208	PYPKT01208 - FY 22-...	PYPKT01208 - FY 22-23 VBB 07.07.2023 - Pay...			900.35		900.35
101-551.000-710.100		Health insurance		14,949.84	9,184.48	9,184.48	0.00	24,134.32
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...			1,148.06		16,097.90
06/02/2023	PYPKT01148	PYPKT01148 - FY 22-...	PYPKT01148 - FY 22-23 PR 06.02.2023 - Pay ...			1,148.06		17,245.96
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...			1,148.06		18,394.02
06/30/2023	PYPKT01236	PYPKT01236 - FY 23-...	Payroll accrual from 6/27/23-6/30/23			321.46		18,715.48
07/14/2023	PYPKT01236	PYPKT01236 - FY 23-...	PYPKT01236 - FY 23-24 PR 07.14.2023 - Pay ...			826.60		19,542.08
07/28/2023	PYPKT01260	PYPKT01260 - FY 23-...	PYPKT01260 - FY 23-24 PR 07.28.2023 - Pay ...			1,148.06		20,690.14
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...			1,148.06		21,838.20
08/25/2023	PYPKT01292	PYPKT01292 - FY 23-...	PYPKT01292 - FY 23-24 PY 08.25.23 - Pay 8/...			1,148.06		22,986.26
09/08/2023	PYPKT01303	PYPKT01303 - FY23-2...	PYPKT01303 - FY23-24 PY09/08/2023 - Pay 9...			1,148.06		24,134.32
101-551.000-710.200		F I C A		12,162.24	6,143.17	6,143.17	0.00	18,305.41
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...			26.01		12,188.25
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...			721.84		12,910.09
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...			18.44		12,928.53
06/02/2023	PYPKT01148	PYPKT01148 - FY 22-...	PYPKT01148 - FY 22-23 PR 06.02.2023 - Pay ...			620.05		13,548.58
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...			29.96		13,578.54
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...			587.46		14,166.00
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...			27.32		14,193.32
06/30/2023	PYPKT01189	PYPKT01189 - FY 22-...	PYPKT01189 - FY 22-23 PR 06.30.2023 - Pay ...			687.63		14,880.95
06/30/2023	PYPKT01208	PYPKT01208 - FY 22-...	PYPKT01208 - FY 22-23 VBB 07.07.2023 - Pay...			68.88		14,949.83
06/30/2023	PYPKT01236	PYPKT01236 - FY 23-...	Payroll accrual from 6/27/23-6/30/23			189.36		15,139.19
07/14/2023	PYPKT01236	PYPKT01236 - FY 23-...	PYPKT01236 - FY 23-24 PR 07.14.2023 - Pay ...			486.95		15,626.14
07/28/2023	PYPKT01260	PYPKT01260 - FY 23-...	PYPKT01260 - FY 23-24 PR 07.28.2023 - Pay ...			674.98		16,301.12
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...			612.16		16,913.28
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...			18.09		16,931.37
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...			36.22		16,967.59
08/25/2023	PYPKT01292	PYPKT01292 - FY 23-...	PYPKT01292 - FY 23-24 PY 08.25.23 - Pay 8/...			674.60		17,642.19
09/08/2023	PYPKT01303	PYPKT01303 - FY23-2...	PYPKT01303 - FY23-24 PY09/08/2023 - Pay 9...			663.22		18,305.41

Detail Report

Date Range: 05/06/2023 - 09/08/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-710.300		P E R S	8,315.95	4,352.83	4,352.83	0.00	12,668.78
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/19/2023	PYPKT01132	PYPKT01132 - FY 22-...	PYPKT01132 - FY 22-23 PR 05.19.2023 - Pay ...		570.89		8,886.84
06/02/2023	PYPKT01148	PYPKT01148 - FY 22-...	PYPKT01148 - FY 22-23 PR 06.02.2023 - Pay ...		440.25		9,327.09
06/16/2023	PYPKT01178	PYPKT01178 - FY 22-...	PYPKT01178 - FY 22-23 PR 06.16.2023 - Pay ...		450.87		9,777.96
06/30/2023	PYPKT01189	PYPKT01189 - FY 22-...	PYPKT01189 - FY 22-23 PR 06.30.2023 - Pay ...		450.50		10,228.46
06/30/2023	PYPKT01236	PYPKT01236 - FY 23-...	Payroll accrual from 6/27/23-6/30/23		134.77		10,363.23
07/14/2023	PYPKT01236	PYPKT01236 - FY 23-...	PYPKT01236 - FY 23-24 PR 07.14.2023 - Pay ...		346.54		10,709.77
07/28/2023	PYPKT01260	PYPKT01260 - FY 23-...	PYPKT01260 - FY 23-24 PR 07.28.2023 - Pay ...		492.96		11,202.73
08/11/2023	PYPKT01276	PYPKT01276 - FY 23-...	PYPKT01276 - FY 23-24 PR 08.11.2023 - Pay ...		487.92		11,690.65
08/25/2023	PYPKT01292	PYPKT01292 - FY 23-...	PYPKT01292 - FY 23-24 PY 08.25.23 - Pay 8/...		492.50		12,183.15
09/08/2023	PYPKT01303	PYPKT01303 - FY23-2...	PYPKT01303 - FY23-24 PY09/08/2023 - Pay 9...		485.63		12,668.78
101-551.000-710.310		PERS UAL	12,067.00	133.68	133.68	0.00	12,200.68
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
07/11/2023	APPKT01115	INV0003040	FY2023-24 UAL Annual Lump Sum Prepayme...	01368 - CalPERS Employees Retirement	133.68		12,200.68
101-551.000-720.100		Office supplies	546.20	642.06	642.06	0.00	1,188.26
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/10/2023	APPKT00981	04242023	OWPSAC/CSMFO/Job Postings/APA Jobs Onl...	01706 - U.S. Bank Corporate	64.64		610.84
05/10/2023	APPKT00981	04242023	OWPSAC/CSMFO/Job Postings/APA Jobs Onl...	01706 - U.S. Bank Corporate	114.19		725.03
07/05/2023	APPKT01098	0753 1464 0159 3238...	Office Supplies	01768 - Wal-Mart Stores Inc #01-1555	41.70		766.73
07/31/2023	APPKT01149	06222023	Branding Iron/Canva/BBQ Sponsor/CA Cities...	01706 - U.S. Bank Corporate	207.22		973.95
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	214.31		1,188.26
101-551.000-720.200		Books and subscriptions	19,235.75	15,422.27	15,642.57	220.30	34,658.02
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/10/2023	APPKT00981	04242023	OWPSAC/CSMFO/Job Postings/APA Jobs Onl...	01706 - U.S. Bank Corporate	370.87		19,606.62
05/10/2023	APPKT00981	04242023	OWPSAC/CSMFO/Job Postings/APA Jobs Onl...	01706 - U.S. Bank Corporate	235.67		19,842.29
05/10/2023	APPKT00981	232504Library	1 Year Subscription to IVPress/Library	00823 - Imperial Valley Press	163.46		20,005.75
05/31/2023	APPKT01009	CAL342076I	Cultures of the World Library Book Set	00322 - Cavendish Square	220.30		20,226.05
05/31/2023	APPKT01024	CAL342076I	Cultures of the World Library Book Set	00322 - Cavendish Square		220.30	20,005.75
06/02/2023	APPKT01024	CAL342076I	Cultures of the World Library Book Set	00322 - Cavendish Square	220.30		20,226.05
06/13/2023	APPKT01044	05222023	PD Office Supplies/Kitchen Scale/Coffee Ma...	01706 - U.S. Bank Corporate	412.09		20,638.14
06/13/2023	APPKT01044	05222023	PD Office Supplies/Kitchen Scale/Coffee Ma...	01706 - U.S. Bank Corporate	483.60		21,121.74
06/13/2023	APPKT01044	05222023	PD Office Supplies/Kitchen Scale/Coffee Ma...	01706 - U.S. Bank Corporate	149.90		21,271.64
06/19/2023	APPKT01065	12261724	The US Government Manual	01852 - Rowman & Littlefield Publishing Group Inc	63.78		21,335.42
06/30/2023	POPKT00622	504113967	Hoopla Digital Lending Platform	02361 - Midwest Tape LLC	7,000.00		28,335.42
07/19/2023	APPKT01115	51078600000306420...	Creativebug Libraries 12 Contract	02360 - Jo-Ann Stores LLC	1,250.00		29,585.42
07/19/2023	APPKT01115	CAL343128I	Cultures of the World Library Set/Books	00322 - Cavendish Square	220.30		29,805.72
07/25/2023	APPKT01143	2109591	Digital Book CD's	00217 - Blackstone Audio, Inc.	69.88		29,875.60
07/31/2023	APPKT01149	06222023	Branding Iron/Canva/BBQ Sponsor/CA Cities...	01706 - U.S. Bank Corporate	286.33		30,161.93
07/31/2023	APPKT01149	06222023	Branding Iron/Canva/BBQ Sponsor/CA Cities...	01706 - U.S. Bank Corporate	28.03		30,189.96
07/31/2023	APPKT01150	12288546	Congressional Directory 2021-2022	01852 - Rowman & Littlefield Publishing Group Inc	73.22		30,263.18
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	754.41		31,017.59

Detail Report

Date Range: 05/06/2023 - 09/08/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.200		Books and subscriptions - Continued	19,235.75	15,422.27	15,642.57	220.30	34,658.02
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	55.43		31,073.02
08/28/2023	APPKT01215	9311	Apollo Integrated Library System	00211 - Biblionix	3,585.00		34,658.02
101-551.000-720.220		Library Programming	0.00	24.65	24.65	0.00	24.65
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
07/25/2023	APPKT01143	8201 2268 2263 0005...	Tissues/Drinks/Library Supplies	01768 - Wal-Mart Stores Inc #01-1555	24.65		24.65
101-551.000-720.800		Janitorial supplies	58.62	39.09	39.09	0.00	97.71
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
07/25/2023	APPKT01143	8201 2268 2263 0005...	Tissues/Drinks/Library Supplies	01768 - Wal-Mart Stores Inc #01-1555	6.98		65.60
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	32.11		97.71
101-551.000-721.200		Other operating supplies	1,668.94	5,601.01	6,254.06	653.05	7,269.95
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/10/2023	APPKT00981	04242023	OWPSAC/CSMFO/Job Postings/APA Jobs Onl...	01706 - U.S. Bank Corporate	86.18		1,755.12
05/16/2023	APPKT00991	9689234 050123	Bulk Water/Cooler Rentals/April 2023	01601 - Sparkletts	87.93		1,843.05
05/31/2023	APPKT01009	7312973	Magic of Reading Carpet	00479 - Demco Inc	653.05		2,496.10
05/31/2023	APPKT01024	7312973	Magic of Reading Carpet	00479 - Demco Inc		653.05	1,843.05
06/02/2023	APPKT01024	7312973	Magic of Reading Carpet	00479 - Demco Inc	653.05		2,496.10
06/13/2023	APPKT01044	05222023	PD Office Supplies/Kitchen Scale/Coffee Ma...	01706 - U.S. Bank Corporate	76.06		2,572.16
06/14/2023	APPKT01044	9689234 060123	Bulk Water/Cooler Rentals/May 2023	01601 - Sparkletts	75.44		2,647.60
07/06/2023	APPKT01098	9689234 070123	Bulk Water/Cooler Rentals/June 2023	01601 - Sparkletts	88.93		2,736.53
07/31/2023	APPKT01149	06222023	Branding Iron/Canva/BBQ Sponsor/CA Cities...	01706 - U.S. Bank Corporate	15.00		2,751.53
08/01/2023	APPKT01150	0929 6176 6270 4942...	Plates/Dish Soap/Fruit Punch/Napkins	01768 - Wal-Mart Stores Inc #01-1555	43.49		2,795.02
08/09/2023	APPKT01167	9689234 080123	Bulk Water/Cooler Rentals/July 2023	01601 - Sparkletts	76.44		2,871.46
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	646.29		3,517.75
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	225.00		3,742.75
08/28/2023	APPKT01215	2514	Speakers/Amp/Attenuator/Cable/Bluesound...	01828 - Pixabytes Solutions Inc	3,527.20		7,269.95
101-551.000-721.900		Small tools & minor equipment	21,735.46	5,293.41	5,293.41	0.00	27,028.87
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
06/19/2023	APPKT01065	74212611	Laptops-ALS	00720 - GovConnection Inc	2,960.91		24,696.37
06/30/2023	APPKT01147	74225251	Access Point WiFi 6 Pro	00720 - GovConnection Inc	350.40		25,046.77
07/20/2023	APPKT01115	74291860	Arm Mount	00720 - GovConnection Inc	52.75		25,099.52
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	69.99		25,169.51
08/24/2023	APPKT01195	2500	Surveillance Camera	01828 - Pixabytes Solutions Inc	1,859.36		27,028.87
101-551.000-725.200		Electricity	7,800.11	11,076.07	11,076.07	0.00	18,876.18
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/16/2023	APPKT00991	4-23IID4.27.23	Pwr Utility Bills/Variou Depts/3/29/23 - 4/2...	00805 - Imperial Irrigation District	618.65		8,418.76
06/16/2023	APPKT01065	5-23IID5.27.23	Pwr Utility Bills/Variou Depts/4/27/23 - 5/2...	00805 - Imperial Irrigation District	899.93		9,318.69
06/29/2023	APPKT01108	6-23IID6.29.23	Pwr Utility Bills/Variou Depts/5/26/23 - 6/2...	00805 - Imperial Irrigation District	1,117.91		10,436.60
06/30/2023	APPKT01168	INV23-00314	Library Joint Use Share/FY 22-23	00796 - Imperial County Office of Education	6,956.57		17,393.17

Detail Report

Date Range: 05/06/2023 - 09/08/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-725.200		Electricity - Continued	7,800.11	11,076.07	11,076.07	0.00	18,876.18
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/14/2023	APPKT01183	7-23IID8.3.23	Pwr Utility Bills/Various Depts/6/28/23 - 7/3...	00805 - Imperial Irrigation District	1,483.01		18,876.18
101-551.000-730.200		Technical services	4,493.35	573.77	703.94	130.17	5,067.12
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/31/2023	APPKT01009	05-23ADT	Alarm Monitoring/Library/May 2023	00026 - ADT Commercial	130.17		4,623.52
05/31/2023	APPKT01024	05-23ADT	Alarm Monitoring/Library/May 2023	00026 - ADT Commercial		130.17	4,493.35
06/02/2023	APPKT01024	05-23ADT	Alarm Monitoring/Library/May 2023	00026 - ADT Commercial	130.17		4,623.52
06/07/2023	APPKT01021	14326288 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	40.00		4,663.52
06/19/2023	APPKT01201	150992417	Services Provided	00026 - ADT Commercial	253.88		4,917.40
06/30/2023	APPKT01086	14327260 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	40.00		4,957.40
07/31/2023	APPKT01150	14328747 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	40.00		4,997.40
08/22/2023	APPKT01195	151282640	Alarm Monitoring Service/August 2023	00026 - ADT Commercial	69.72		5,067.12
101-551.000-740.120		Repair & Maintenance Facility	4,397.76	2,831.53	3,085.41	253.88	7,229.29
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
06/30/2023	CLPKT01668	R00111052	ADT COMMERCIAL Misc Product Code/ REF...			253.88	4,143.88
06/30/2023	APPKT01168	INV23-00314	Library Joint Use Share/FY 22-23	00796 - Imperial County Office of Education	2,925.41		7,069.29
07/25/2023	APPKT01143	167	Clear Glass Replacement/Library	01287 - Oh My Glass IV	160.00		7,229.29
101-551.000-740.130		Repairs & Maintenance Equipment	314.66	63.85	75.66	11.81	378.51
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/31/2023	APPKT01009	30473127	Copier Usage/Library/April 2023	00299 - Canon Financial Services Inc	11.81		326.47
05/31/2023	APPKT01024	30473127	Copier Usage/Library/April 2023	00299 - Canon Financial Services Inc		11.81	314.66
06/02/2023	APPKT01024	30473127	Copier Usage/Library/April 2023	00299 - Canon Financial Services Inc	11.81		326.47
06/21/2023	APPKT01065	30632721	Copier/Usage/Library/May 2023	00299 - Canon Financial Services Inc	9.41		335.88
06/30/2023	APPKT01142	30855015	Copier Usage/Library/June 2023	00299 - Canon Financial Services Inc	21.37		357.25
08/28/2023	APPKT01215	31019382	Copier Usage/Library/July 2023	00299 - Canon Financial Services Inc	21.26		378.51
101-551.000-740.200		Cleaning services	22,800.00	5,225.00	5,225.00	0.00	28,025.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/31/2023	POPKT00595	5076454	Janitorial Services/Libraby	01238 - Mylo Janitorial Inc	1,900.00		24,700.00
06/07/2023	POPKT00576	5076386	Janitorial Services/Libraby	01238 - Mylo Janitorial Inc	1,900.00		26,600.00
06/30/2023	POPKT00657	5076528	Janitorial Services/Libraby	01238 - Mylo Janitorial Inc	1,425.00		28,025.00
101-551.000-740.400		Rents & Leases	2,179.09	815.60	920.96	105.36	2,994.69
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/16/2023	APPKT00991	9689234 050123	Bulk Water/Cooler Rentals/April 2023	01601 - Sparkletts	9.99		2,189.08
05/31/2023	APPKT01009	30473124	Copier Contract Charge/Library/May 2023	00299 - Canon Financial Services Inc	105.36		2,294.44
05/31/2023	APPKT01024	30473124	Copier Contract Charge/Library/May 2023	00299 - Canon Financial Services Inc		105.36	2,189.08
06/02/2023	APPKT01024	30473124	Copier Contract Charge/Library/May 2023	00299 - Canon Financial Services Inc	105.36		2,294.44
06/07/2023	APPKT01021	6-23Storage	Storage Unit B209/June 2023	01311 - Packers Mini Storage	126.50		2,420.94
06/14/2023	APPKT01044	9689234 060123	Bulk Water/Cooler Rentals/May 2023	01601 - Sparkletts	9.99		2,430.93
06/21/2023	APPKT01065	30632718	Contract Charge/Library/June 2023	00299 - Canon Financial Services Inc	105.36		2,536.29

Detail Report

Date Range: 05/06/2023 - 09/08/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-740.400		Rents & Leases - Continued	2,179.09	815.60	920.96	105.36	2,994.69
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
06/29/2023	APPKT01081	7-23Storage	Storage Unit B209/July 2023	01311 - Packers Mini Storage	126.50		2,662.79
07/06/2023	APPKT01098	9689234 070123	Bulk Water/Cooler Rentals/June 2023	01601 - Sparkletts	9.99		2,672.78
07/26/2023	APPKT01143	30855012	Copier Contract Charge/July 2023	00299 - Canon Financial Services Inc	105.36		2,778.14
08/08/2023	APPKT01167	8-23Storage	Storage Unit B209/August 2023	01311 - Packers Mini Storage	101.20		2,879.34
08/09/2023	APPKT01167	9689234 080123	Bulk Water/Cooler Rentals/July 2023	01601 - Sparkletts	9.99		2,889.33
08/28/2023	APPKT01215	31019379	Copier Contract Charge/August 2023	00299 - Canon Financial Services Inc	105.36		2,994.69
101-551.000-750.200		Communications	3,296.43	1,185.69	1,185.69	0.00	4,482.12
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
05/22/2023	APPKT00993	000019946076	Phone Service/Library/4/12/23 - 5/11/23	00168 - AT&T CalNet	180.55		3,476.98
05/22/2023	APPKT00993	9934226402	Cell Phone/Library/4/7/23 - 5/6/23	01738 - Verizon Wireless	41.93		3,518.91
06/02/2023	APPKT01021	5-23ATTCalnet	Telephone Service/Various/4/20/23 - 5/19/23	00168 - AT&T CalNet	46.69		3,565.60
06/21/2023	APPKT01065	000020067874	Telephone Services/Library/5/12/23 - 6/11/...	00168 - AT&T CalNet	181.12		3,746.72
06/21/2023	APPKT01065	9936594108	Cell Phone/Library/5/7/23 - 6/6/23	01738 - Verizon Wireless	41.93		3,788.65
06/29/2023	APPKT01081	6-23ATTCalnet	Telephone Service/Various/5/20/23 - 6/19/23	00168 - AT&T CalNet	80.55		3,869.20
06/30/2023	APPKT01131	000020214665	Telephone Service/Library/6/12/23 - 7/11/23	00168 - AT&T CalNet	181.12		4,050.32
06/30/2023	APPKT01131	9938956309	Cell Phone/Library/6/7/23 - 7/6/23	01738 - Verizon Wireless	41.94		4,092.26
08/01/2023	APPKT01150	7-23ATTCalnet	Telephone Service/Varoius/6/20/23 - 7/19/23	00168 - AT&T CalNet	80.67		4,172.93
08/16/2023	APPKT01183	9941343653	Cell Phone/Library/7/7/23 - 8/6/23	01738 - Verizon Wireless	41.94		4,214.87
08/22/2023	APPKT01195	000020360903	Phone Service/Library/7/12/23 - 8/11/23	00168 - AT&T CalNet	181.75		4,396.62
08/29/2023	APPKT01215	8-23ATTCalnet	Telephone Service/Various Depts/7/20/23 - ...	00168 - AT&T CalNet	85.50		4,482.12
101-551.000-750.300		Advertising & promotion	198.00	78.06	78.06	0.00	276.06
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
06/13/2023	APPKT01044	05222023	PD Office Supplies/Kitchen Scale/Coffee Ma...	01706 - U.S. Bank Corporate	78.06		276.06
101-551.000-750.400		Travel & Training	13.44	1,807.28	1,807.28	0.00	1,820.72
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
06/20/2023	APPKT01065	5-23Reimburse	Reimburse/Travel/CA Library Assoc/May 20...	02091 - Itzajana Ortega	249.90		263.34
06/22/2023	APPKT01065	5-23Travel	Travel Reimbursement/CLA Training/Sacram...	02287 - Petra Ortega	468.11		731.45
06/30/2023	APPKT01086	002	CPR First Aid Training	02357 - David Barham	420.00		1,151.45
07/31/2023	APPKT01149	06222023	Branding Iron/Canva/BBQ Sponsor/CA Cities...	01706 - U.S. Bank Corporate	669.27		1,820.72
101-551.000-750.600		Contributions,Memberships,Dues	4,587.92	2,039.00	2,039.00	0.00	6,626.92
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
08/28/2023	APPKT01215	170	Annual Membership Dues/FY 23/24	01899 - Serra Cooperative Library System	2,039.00		6,626.92
101-551.000-750.650		Taxes, Fees, and Penalties	111.00	34.30	34.30	0.00	145.30
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
06/21/2023	APPKT01065	6-23LateFee	Unit B209/June 23/Late Penalty 20%	01311 - Packers Mini Storage	25.30		136.30
06/30/2023	APPKT01147	6-23SalesTax	Q2 Sales & Tax Return/Period 4/1/23 - 6/30/...	00277 - California Department of Tax & Fee Administration	9.00		145.30

Detail Report

Date Range: 05/06/2023 - 09/08/2023

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
101-551.000-800.600	Office furniture	0.00	1,749.70	1,749.70	0.00	1,749.70		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
05/22/2023	APPKT00993	7309621	Table/Library	00479 - Demco Inc	1,683.04		1,683.04	
08/17/2023	APPKT01183	07242023	Alaskan Airlines/Flowers by Legacy/Home D...	01706 - U.S. Bank Corporate	66.66		1,749.70	
		Total Fund: 101 - General Fund:		306,471.99	158,268.17	159,687.34	1,419.17	464,740.16
			Grand Totals:	306,471.99	158,268.17	159,687.34	1,419.17	464,740.16

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	306,471.99	158,268.17	159,687.34	1,419.17	464,740.16
Grand Total:	306,471.99	158,268.17	159,687.34	1,419.17	464,740.16