



**Library Board of Trustees  
Special Meeting Agenda  
Wednesday, December 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](mailto:Portega@brawley-ca.gov) or call 760-344-1891 any time before 2:00 pm, December 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 Accounts Payable: November 14, 2023 to December 12, 2023

**Pgs. 4-6**

(1 attachment)

**4. LIBRARIAN REPORT**

**5. BOARD MEMBER REPORTS**

**6. CITY LIASON REPORT**

**7. ADJOURNMENT: *Regular Meeting, Wednesday, January 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: 11/14/2023 - 12/11/2023

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	56,620.45	13,462.47	13,462.47	0.00	70,082.92
<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>
11/17/2023	PYPKT01401	PYPKT01401 - FY 23-...	PYPKT01401 - FY 23-24 PY 11.17.2023 - Pay ...		6,824.14	63,444.59
12/01/2023	PYPKT01422	PYPKT01422 - FY 23-...	PYPKT01422 - FY 23-24 PY 12.01.2023 - Pay ...		6,638.33	70,082.92
<u>101-551.000-700.200</u>						
	Temporary salaries	23,696.95	4,730.46	4,730.46	0.00	28,427.41
<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>
11/17/2023	PYPKT01401	PYPKT01401 - FY 23-...	PYPKT01401 - FY 23-24 PY 11.17.2023 - Pay ...		2,437.82	26,134.77
12/01/2023	PYPKT01422	PYPKT01422 - FY 23-...	PYPKT01422 - FY 23-24 PY 12.01.2023 - Pay ...		2,292.64	28,427.41
<u>101-551.000-700.300</u>						
	Overtime	164.72	7.84	7.84	0.00	172.56
<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>
11/17/2023	PYPKT01401	PYPKT01401 - FY 23-...	PYPKT01401 - FY 23-24 PY 11.17.2023 - Pay ...		7.84	172.56
<u>101-551.000-710.100</u>						
	Health insurance	10,011.08	2,296.12	2,296.12	0.00	12,307.20
<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>
11/17/2023	PYPKT01401	PYPKT01401 - FY 23-...	PYPKT01401 - FY 23-24 PY 11.17.2023 - Pay ...		1,148.06	11,159.14
12/01/2023	PYPKT01422	PYPKT01422 - FY 23-...	PYPKT01422 - FY 23-24 PY 12.01.2023 - Pay ...		1,148.06	12,307.20
<u>101-551.000-710.200</u>						
	F I C A	5,856.34	1,323.41	1,323.41	0.00	7,179.75
<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>
11/17/2023	PYPKT01401	PYPKT01401 - FY 23-...	PYPKT01401 - FY 23-24 PY 11.17.2023 - Pay ...		674.67	6,531.01
12/01/2023	PYPKT01422	PYPKT01422 - FY 23-...	PYPKT01422 - FY 23-24 PY 12.01.2023 - Pay ...		648.74	7,179.75
<u>101-551.000-710.300</u>						
	P E R S	4,339.14	1,033.52	1,033.52	0.00	5,372.66
<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>
11/17/2023	PYPKT01401	PYPKT01401 - FY 23-...	PYPKT01401 - FY 23-24 PY 11.17.2023 - Pay ...		524.10	4,863.24
12/01/2023	PYPKT01422	PYPKT01422 - FY 23-...	PYPKT01422 - FY 23-24 PY 12.01.2023 - Pay ...		509.42	5,372.66
<u>101-551.000-720.100</u>						
	Office supplies	629.59	78.65	78.65	0.00	708.24
<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>
11/16/2023	APPKT01333	10232023	Books Zip/UPS/ALA Membership/Residence ...	01706 - U.S. Bank Corporate	78.65	708.24
<u>101-551.000-720.200</u>						
	Books and subscriptions	7,461.54	5,185.21	5,185.21	0.00	12,646.75
<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>
11/16/2023	APPKT01333	10232023	Books Zip/UPS/ALA Membership/Residence ...	01706 - U.S. Bank Corporate	14.00	7,475.54
11/16/2023	APPKT01333	10232023	Books Zip/UPS/ALA Membership/Residence ...	01706 - U.S. Bank Corporate	555.20	8,030.74
11/21/2023	APPKT01339	M208519	Adult Plan/Service for Feb 2024 - Jan 2025	00254 - Brodart Company	4,616.01	12,646.75

**Detail Report**

**Date Range: 11/14/2023 - 12/11/2023**

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance			
<a href="#">101-551.000-720.220</a>	Library Programming	233.76	3.00	3.00	0.00	236.76			
<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>			
11/16/2023	APPKT01333	10232023	Books Zip/UPS/ALA Membership/Residence ...	01706 - U.S. Bank Corporate	3.00	236.76			
<a href="#">101-551.000-721.200</a>	Other operating supplies	5,805.64	53.23	53.23	0.00	5,858.87			
<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>			
11/16/2023	APPKT01333	10232023	Books Zip/UPS/ALA Membership/Residence ...	01706 - U.S. Bank Corporate	53.23	5,858.87			
<a href="#">101-551.000-721.900</a>	Small tools & minor equipment	1,982.10	3,718.32	3,718.32	0.00	5,700.42			
<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>			
11/27/2023	APPKT01341	MT08046	HP Chromebooks	00324 - CDW Government Inc	3,718.32	5,700.42			
<a href="#">101-551.000-725.200</a>	Electricity	4,522.70	1,190.71	1,190.71	0.00	5,713.41			
<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>			
11/15/2023	APPKT01333	10-23IID10.30.23	Pwr Utility Bills/Various Depts/9/27/23 - 10/...	00805 - Imperial Irrigation District	1,190.71	5,713.41			
<a href="#">101-551.000-730.200</a>	Technical services	554.75	69.72	69.72	0.00	624.47			
<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>			
11/14/2023	APPKT01333	11-23ADT	Alarm Monitoring/Library/City Hall/Nov 2023	00026 - ADT Commercial	69.72	624.47			
<a href="#">101-551.000-750.200</a>	Communications	1,163.11	432.27	432.27	0.00	1,595.38			
<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>			
11/14/2023	APPKT01333	9948600890	Cell Phone Services/Library/10/7/23 - 11/6/...	01738 - Verizon Wireless	42.05	1,205.16			
11/30/2023	APPKT01341	11-23ATTCalnet	Telephone Services/Various Depts/10/20/23...	00168 - AT&T CalNet	390.22	1,595.38			
<a href="#">101-551.000-750.600</a>	Contributions,Memberships,Dues	2,075.00	524.00	524.00	0.00	2,599.00			
<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>			
11/16/2023	APPKT01333	10232023	Books Zip/UPS/ALA Membership/Residence ...	01706 - U.S. Bank Corporate	524.00	2,599.00			
<a href="#">101-551.000-800.400</a>	Equipment	0.00	21,405.84	24,475.00	3,069.16	21,405.84			
<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>			
11/21/2023	POPKT00745	51026	10 ICP AC Unit for library	01379 - R & K Air Conditioning	24,475.00	24,475.00			
12/11/2023	CLPKT02152	R00136517	BRAWLEY PUBLIC LIBRARY BOT Misc Product...			3,069.16			
		<b>Total Fund: 101 - General Fund:</b>			<b>125,116.87</b>	<b>55,514.77</b>	<b>58,583.93</b>	<b>3,069.16</b>	<b>180,631.64</b>
		<b>Grand Totals:</b>			<b>125,116.87</b>	<b>55,514.77</b>	<b>58,583.93</b>	<b>3,069.16</b>	<b>180,631.64</b>

### Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	125,116.87	55,514.77	58,583.93	3,069.16	180,631.64
<b>Grand Total:</b>	<b>125,116.87</b>	<b>55,514.77</b>	<b>58,583.93</b>	<b>3,069.16</b>	<b>180,631.64</b>