



**Library Board of Trustees
Regular Meeting Agenda
Wednesday, February 8, 2023 at 5:05 PM
Brawley Public Library
400 Main Street
Brawley, California 92227**

Liz Lorenzen, President

Luke Hamby, City Council Liaison

Judy Grant, Secretary

Petra Ortega, Library Manager

Dixie Smith, Board Member

Diana Lohr, 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, February 8, 2023. The public may also attend via zoom.

COUNCIL MEMBERS, STAFF, AND THE PUBLIC MAY ATTEND VIA ZOOM.

To participate and make a public comment:

Join the Zoom Meeting by using the following web link:

<https://us02web.zoom.us/j/85496244363?pwd=eXhJZnVtMVJzYXYwYzcvejBqQ3ZLUT09>

Meeting ID: **854 9624 4363**

Passcode: **528459**

Public comments via zoom are subject to the same time limits as those in person.

- Members of the public are allowed to observe and address public meetings via Zoom.
- Procedures “swiftly” accommodate any reasonable request to accommodate access by disabled individuals at meetings that are accessible telephonically or through other electronic means in accordance with the Americans with Disabilities Act (ADA).
- Notice of the procedure is provided for making requests for such reasonable accommodation with the notice for any public meeting.

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: January 11, 2023.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: January 07, 2023 to February 03, 2023

Pgs. 6-8

(1 attachment)

3. LIBRARIAN REPORT

4. REGULAR BUSINESS

- a. Review and discuss quotes for the replacement of patron computers. Presented by Petra Ortega, Library Manager.

Pgs. 9-12

(3 attachments)

- b. Review quote for the expansion of patron computer and catalog stations using DIF funds. Presented by Petra Ortega, Library Manager.

Pgs. 13-14

(1 attachment)

5. BOARD MEMBER REPORTS

6. ADJOURNMENT: Regular Meeting, Wednesday March 8th, 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 thru 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 January 11, 2023**

The Library Board of Trustees of the City of Brawley met in regular session and via Zoom on January 11th at 5:05 PM in the Park Meeting Room. The Library Director attests to the posting of the Agenda pursuant to California Code Section 54956.

Board President Lorenzen called the meeting to order at 5:05 PM

Roll Call

Present: Grant, Lohr, Lorenzen, Ortega, Smith (via Zoom).

Absent: Councilman Hamby

Guest: Finance Director Romero, Leah Pendley

Public Appearances/Comments

A patron had questioned why the lunch times couldn't be staggered. For safety reasons three staff members have to be in the Library at all times, so staggered lunch times won't work.

Approval of the Agenda

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

Approval of the Minutes

The December Minutes were approved. m/s/c. Lohr/Lorenzen

Regular Business

1. Finance
 - A. Finance Department Update: Karla Romero led a discussion explaining the changes in how the bills are now paid. Questions were answered. This new format should help eliminate late charges. She also told about coming expenses for repairs to the front doors and the need for new computers.
 - B. Approval of Bills for payment. m/s/c. Lohr/Grant
2. Programs
 - A. The Pablo Garcia Event will be January 20th. It needs to be publicized

B. There will be a book sale on January 21st from 12-2.

3. Library Updates

A. Librarian Update.

a. The Del Rio branch will soon need an internet hardware update

b. The front doors have been looked at and new panic hardware is being purchased. Hopefully this will fix them and the doors won't have to be replaced

c. Itzajana Ortega has received the 2022 LibLearnX Presidential Travel Grant of \$2,000.00 to help cover travel expenses for the 2023 Library Learning Experience Conference in New Orleans.

d. Zip Book orders are being placed.

B. Other Business

The By-laws Committee, Diana Lohr and Elizabeth Lorenzen, will meet January 27 at 9:00 AM with Petra Ortega and Karla Romero to review the bylaws.

There was no further business.

The next meeting will be February 8th at 5:05 PM.

The Board President adjourned the meeting at 6:30 PM

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

3.b.1

Detail Report Account Detail

Date Range: 01/07/2023 - 02/03/2023

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	57,869.79	11,946.86	11,946.86	0.00	69,816.65
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/13/2023	PYPKT00990	PYPKT00990 - FY 22-23..	PYPKT00990 - FY 22-23 PY 01.13.23 - Pay 1/13/...		5,978.37	63,848.16
01/27/2023	PYPKT01015	PYPKT01015 - FY 22-23..	PYPKT01015 - FY 22-23 PY 01.27.23 - Pay 1/27/...		5,968.49	69,816.65
<u>101-551.000-700.200</u>						
	Temporary salaries	36,264.85	3,204.87	3,204.87	0.00	39,469.72
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/13/2023	PYPKT00990	PYPKT00990 - FY 22-23..	PYPKT00990 - FY 22-23 PY 01.13.23 - Pay 1/13/...		1,425.85	37,690.70
01/27/2023	PYPKT01015	PYPKT01015 - FY 22-23..	PYPKT01015 - FY 22-23 PY 01.27.23 - Pay 1/27/...		1,779.02	39,469.72
<u>101-551.000-700.300</u>						
	Overtime	0.00	7.40	7.40	0.00	7.40
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/27/2023	PYPKT01015	PYPKT01015 - FY 22-23..	PYPKT01015 - FY 22-23 PY 01.27.23 - Pay 1/27/...		7.40	7.40
<u>101-551.000-710.100</u>						
	Health insurance	5,765.36	1,148.06	1,148.06	0.00	6,913.42
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/13/2023	PYPKT00990	PYPKT00990 - FY 22-23..	PYPKT00990 - FY 22-23 PY 01.13.23 - Pay 1/13/...		574.03	6,339.39
01/27/2023	PYPKT01015	PYPKT01015 - FY 22-23..	PYPKT01015 - FY 22-23 PY 01.27.23 - Pay 1/27/...		574.03	6,913.42
<u>101-551.000-710.200</u>						
	F I C A	7,045.63	1,128.57	1,128.57	0.00	8,174.20
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/13/2023	PYPKT00990	PYPKT00990 - FY 22-23..	PYPKT00990 - FY 22-23 PY 01.13.23 - Pay 1/13/...		550.87	7,596.50
01/27/2023	PYPKT01015	PYPKT01015 - FY 22-23..	PYPKT01015 - FY 22-23 PY 01.27.23 - Pay 1/27/...		577.70	8,174.20
<u>101-551.000-710.300</u>						
	P E R S	4,322.22	892.42	892.42	0.00	5,214.64
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/13/2023	PYPKT00990	PYPKT00990 - FY 22-23..	PYPKT00990 - FY 22-23 PY 01.13.23 - Pay 1/13/...		446.58	4,768.80
01/27/2023	PYPKT01015	PYPKT01015 - FY 22-23..	PYPKT01015 - FY 22-23 PY 01.27.23 - Pay 1/27/...		445.84	5,214.64
<u>101-551.000-720.100</u>						
	Office supplies	207.87	99.10	99.10	0.00	306.97
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/09/2023	APPKT00809	12222022	HandiPads/ChristmasLights/BasketballNet/Ear...	01706 - U.S. Bank Corporate	99.10	306.97
<u>101-551.000-720.200</u>						
	Books and subscriptions	14,144.72	1,692.77	1,692.77	0.00	15,837.49
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits
01/09/2023	APPKT00809	12222022	HandiPads/ChristmasLights/BasketballNet/Ear...	01706 - U.S. Bank Corporate	32.70	14,177.42
01/09/2023	APPKT00809	12222022	HandiPads/ChristmasLights/BasketballNet/Ear...	01706 - U.S. Bank Corporate	63.21	14,240.63
01/10/2023	APPKT00809	J202269	Service For February 2023 Through January 20...	00254 - Brodart Company	1,596.86	15,837.49

Detail Report

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
101-551.000-721.200	Other operating supplies	1,053.73	121.53	152.77	31.24	1,175.26		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/09/2023	APPKT00809	12222022	HandiPads/ChristmasLights/BasketballNet/Ear...	01706 - U.S. Bank Corporate	102.31		1,156.04	
01/09/2023	APPKT00809	12222022	HandiPads/ChristmasLights/BasketballNet/Ear...	01706 - U.S. Bank Corporate		31.24	1,124.80	
01/13/2023	APPKT00821	9689234 010123	Bulk Water/ Cooler Rentals/December 2022	01601 - Sparkletts	50.46		1,175.26	
101-551.000-725.200	Electricity	83.40	18.14	18.14	0.00	101.54		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/17/2023	APPKT00821	1-23IID11.30.22-12.30...	Power Utility Bills/Various Depars/11/30-12/30..	00805 - Imperial Irrigation District	18.14		101.54	
101-551.000-740.120	Repair & Maintenance Facility	3,085.00	645.00	645.00	0.00	3,730.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/31/2023	APPKT00836	B497407	Service Call/Tune Up 5 Units/Library	00493 - Desert Air Conditioning Inc	645.00		3,730.00	
101-551.000-740.130	Repairs & Maintenance Equipment	52.78	215.08	215.08	0.00	267.86		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/31/2023	APPKT00836	29808830	BW Copier/Usage/Library/12/1/22 - 12/31/22	00299 - Canon Financial Services Inc	15.00		67.78	
02/02/2023	APPKT00836	141234	Fire Extinguisher Annual Maintenance/Library	00068 - All County Fire	200.08		267.86	
101-551.000-740.200	Cleaning services	15,200.00	1,900.00	1,900.00	0.00	17,100.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/12/2023	POPKT00456	5076107	Janitorial Services/Libraby	01238 - Mylo Janitorial Inc	1,900.00		17,100.00	
101-551.000-740.400	Rents & Leases	1,048.83	345.35	345.35	0.00	1,394.18		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/11/2023	APPKT00809	1-23Storage	Storage Unit B209/January 2023	01311 - Packers Mini Storage	115.00		1,163.83	
01/13/2023	APPKT00821	9689234 010123	Bulk Water/ Cooler Rentals/December 2022	01601 - Sparkletts	9.99		1,173.82	
01/18/2023	APPKT00821	29808826	B&W Copier Contract Charge/1/1/23 - 1/31/23	00299 - Canon Financial Services Inc	105.36		1,279.18	
02/01/2023	APPKT00836	2-23Storage	Storage Unit B209/February 2023 Rental	01311 - Packers Mini Storage	115.00		1,394.18	
101-551.000-750.200	Communications	1,872.02	390.07	423.16	33.09	2,262.09		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/17/2023	APPKT00821	000019337653	Telephone Services/Library/12/12/22 - 1/11/23	00168 - AT&T CalNet	193.63		2,065.65	
01/18/2023	APPKT00821	9924649516	Cell Phone Service/Library/12/7/22 - 1/6/23	01738 - Verizon Wireless	117.43		2,183.08	
01/26/2023	APPKT00830	1-23ATTCalNet	Telephone Services/Various/12/20/22 - 1/19/23	00168 - AT&T CalNet	112.10		2,295.18	
01/27/2023	APPKT00836	9925430066	Mobile Broadband/Various Depts/12/16/22 - 1...	01738 - Verizon Wireless		33.09	2,262.09	
101-551.000-750.650	Taxes, Fees, and Penalties	0.00	23.00	23.00	0.00	23.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/11/2023	APPKT00809	1-23Storage	Storage Unit B209/January 2023	01311 - Packers Mini Storage	23.00		23.00	
		Total Fund: 101 - General Fund:		148,016.20	23,778.22	23,842.55	64.33	171,794.42
				148,016.20	23,778.22	23,842.55	64.33	171,794.42

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	148,016.20	23,778.22	23,842.55	64.33	171,794.42
Grand Total:	148,016.20	23,778.22	23,842.55	64.33	171,794.42



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Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1C9L32D	1/17/2023	LIBRARY COMPUTERS (PATRON)	2762689	\$10,305.90

IMPORTANT - PLEASE READ

Fees applied to item(s): 6896398

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Acer Veriton Z4 VZ4880G - all-in-one - Core i5 11400 2.6 GHz - 16 GB - SSD	9	6896398	\$1,036.64	\$9,329.76
Mfg. Part#: DQ.VUYAA.004				

RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 15" TO LESS THAN 35"	9	654810	\$5.00	\$45.00
Fee Applied to Item: 6896398				

SUBTOTAL	\$9,329.76
SHIPPING	\$208.08
RECYCLING FEE	\$45.00
SALES TAX	\$723.06
GRAND TOTAL	\$10,305.90

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF BRAWLEY ***ACCOUNTS PAYABLE*** 400 MAIN ST BRAWLEY, CA 92227-2434 Phone: (760) 344-8941 Payment Terms:	Shipping Address: CITY OF BRAWLEY ATTN:ARMANDO GARIBAY 351 MAIN ST BRAWLEY, CA 92227-2434 Phone: (760) 344-8941 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

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Armando Garibay
 Organization: Brawley-CA
 Group: Net-30 Account
 Quote: 1665288539
 Quote Expiration: 2/16/2023 12:00:00 AM

Billing Information	Shipping Information
Billing Address: CITY OF BRAWLEY, CA 400 MAIN ST BRAWLEY, CA 92227	Shipping Address: ARMANDO GARIBAY CITY OF BRAWLEY 351 MAIN ST BRAWLEY, CA 92227

	Product	Unit Price	Qty	Total
	Acer Veriton Z4 VZ4880G AIO Core i5-11400 2.6GHz/16GB/512GB SSD/UHD730/DVD-W/ax/BT/WC/23.8" FHD/W10P64 Ships in 24-48 Hours Item#: 41400918 Mfg. Part#: DQ.VUYAA.004	\$1,066.19	9	\$9,595.71
	State Environmental Fee			\$45.00

Subtotal:	\$9,595.71
Shipping & Handling: Best Way - Ground	\$0.00
Tax:	\$743.67
Fees:	\$45.00
Total:	\$10,384.38



Pricing Proposal

Quotation #:	22971364
Description:	Library Computers (Patron)
Created On:	Jan-17-2023
Valid Until:	Jan-31-2023

City of Brawley
Armando Garibay

351 Main Street

BRAWLEY

CA

92227

US

Phone: 760-351-8805

Fax:

Email: agaribay@brawley-ca.gov

[Click here](#) to order this quote

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Acer Veriton Z4 VZ4880G - all-in-one - Core i5 11400 2.6 GHz - 16 GB - SSD 512 GB - LED 23.8" Acer - Part#: DQ.VUYAA.004 Contract Name: California Govt Public Sector Marketplace	9	\$1,098.91	\$9,890.19
		Subtotal	\$9,890.19
		Shipping	\$113.92
		*Tax	\$775.32
		Total	\$10,779.43

*Tax is estimated. Invoice will include the full and final tax due.

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.



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Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1C9L32D	1/17/2023	LIBRARY COMPUTERS (PATRON)	2762689	\$4,582.40

IMPORTANT - PLEASE READ

Fees applied to item(s): 6896398, 6896398

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Acer Veriton Z4 VZ4880G - all-in-one - Core i5 11400 2.6 GHz - 16 GB - SSD	4	6896398	\$1,036.64	\$4,146.56
Mfg. Part#: DQ.VUYAA.004				

RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 15" TO LESS THAN 35"	4	654810	\$5.00	\$20.00
Fee Applied to Item: 6896398				

SUBTOTAL	\$4,146.56
SHIPPING	\$74.48
RECYCLING FEE	\$40.00
SALES TAX	\$321.36
GRAND TOTAL	\$4,582.40

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF BRAWLEY ***ACCOUNTS PAYABLE*** 400 MAIN ST BRAWLEY, CA 92227-2434 Phone: (760) 344-8941 Payment Terms: DO NOT SHIP	Shipping Address: CITY OF BRAWLEY ATTN:ARMANDO GARIBAY 351 MAIN ST BRAWLEY, CA 92227-2434 Phone: (760) 344-8941 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



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