



**Library Board of Trustees
Regular Meeting Agenda
Wednesday, April 12, 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, April 12, 2023. The public may also attend via zoom.

- 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: February 08, 2023.

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: February 04, 2023 to April 05, 2023

Pgs. 6-10

(1 attachment)

4. LIBRARIAN REPORT

5. REGULAR BUSINESS

- a. Review and discuss quote for lease of new copy machine with color ink option from Canon. Presented by Petra Ortega, Library Manager.

Pgs. 11

(1 attachment)

6. BOARD MEMBER REPORTS

7. CITY LIASON REPORT

8. ADJOURNMENT: Regular Meeting, Wednesday May 10, 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 February 8, 2023

The Library Board of Trustees of the City of Brawley met in regular session and via Zoom on February 8, 2023 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 5:15 PM.

Roll Call :

Present: Grant, Lohr, Lorenzen, Smith, Ortega and Councilman Hamby.

Approval of Agenda

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

There were no public appearances or comments

Consent Agenda

The consent agenda was approved m/s/c. Smith Lohr

Librarian Report

- * The water valve in the employee's bathroom has been replaced
- * Programming will resume this month. The activity calendar has been shared with the city's social media accounts
- * Zip Book orders are being placed on an ongoing basis.

Regular Business.

The Finance Committee will meet with the Library Director and the Finance Director to discuss using the contingency funds to replace the computers. The Director is still trying to find the MOU with ICOE so a phone can be replaced at the Del Rio Branch.

The Director shared a list of quotes for repairs to the computers and to the front door of the main branch.

Other Business

There were no reports from other board members.

Councilman Hamby shared that the City webpage was being updated and that the calendar would be posted. He also shared that the finance director, Karla Romero, was resigning and that her position would be posted as a job opening.

No further discussions were held. The next regular meeting will be March 8th. The Board President adjourned the meeting at 6:16 PM.

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 02/04/2023 - 04/05/2023

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	69,816.65	23,504.78	23,504.78	0.00	93,321.43
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/10/2023	PYPKT01025	PYPKT01025 - FY 22-23..	PYPKT01025 - FY 22-23 PY 02.10.2023 - Pay 2/...		5,889.55	75,706.20
02/24/2023	PYPKT01030	PYPKT01030 - FY 22-23..	PYPKT01030 - FY 22-23 PY 02.24.23 - Pay 2/24/...		5,924.10	81,630.30
03/10/2023	PYPKT01041	PYPKT01041 - FY 22-23..	PYPKT01041 - FY 22-23 PY 03.10.2023 - Pay 3/...		5,718.17	87,348.47
03/24/2023	PYPKT01066	PYPKT01066 - FY 22-23..	PYPKT01066 - FY 22-23 PY 03.24.2023 - Pay 3/...		5,972.96	93,321.43
<u>101-551.000-700.200</u>						
	Temporary salaries	39,469.72	7,881.34	7,881.34	0.00	47,351.06
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/10/2023	PYPKT01025	PYPKT01025 - FY 22-23..	PYPKT01025 - FY 22-23 PY 02.10.2023 - Pay 2/...		2,190.61	41,660.33
02/24/2023	PYPKT01030	PYPKT01030 - FY 22-23..	PYPKT01030 - FY 22-23 PY 02.24.23 - Pay 2/24/...		2,093.10	43,753.43
03/10/2023	PYPKT01041	PYPKT01041 - FY 22-23..	PYPKT01041 - FY 22-23 PY 03.10.2023 - Pay 3/...		1,874.55	45,627.98
03/24/2023	PYPKT01066	PYPKT01066 - FY 22-23..	PYPKT01066 - FY 22-23 PY 03.24.2023 - Pay 3/...		1,723.08	47,351.06
<u>101-551.000-700.300</u>						
	Overtime	7.40	22.20	22.20	0.00	29.60
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/24/2023	PYPKT01030	PYPKT01030 - FY 22-23..	PYPKT01030 - FY 22-23 PY 02.24.23 - Pay 2/24/...		7.40	14.80
03/24/2023	PYPKT01066	PYPKT01066 - FY 22-23..	PYPKT01066 - FY 22-23 PY 03.24.2023 - Pay 3/...		14.80	29.60
<u>101-551.000-710.100</u>						
	Health insurance	6,913.42	4,592.24	4,592.24	0.00	11,505.66
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/10/2023	PYPKT01025	PYPKT01025 - FY 22-23..	PYPKT01025 - FY 22-23 PY 02.10.2023 - Pay 2/...		1,148.06	8,061.48
02/24/2023	PYPKT01030	PYPKT01030 - FY 22-23..	PYPKT01030 - FY 22-23 PY 02.24.23 - Pay 2/24/...		1,148.06	9,209.54
03/10/2023	PYPKT01041	PYPKT01041 - FY 22-23..	PYPKT01041 - FY 22-23 PY 03.10.2023 - Pay 3/...		1,148.06	10,357.60
03/24/2023	PYPKT01066	PYPKT01066 - FY 22-23..	PYPKT01066 - FY 22-23 PY 03.24.2023 - Pay 3/...		1,148.06	11,505.66
<u>101-551.000-710.200</u>						
	F I C A	8,174.20	2,264.89	2,264.89	0.00	10,439.09
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/10/2023	PYPKT01025	PYPKT01025 - FY 22-23..	PYPKT01025 - FY 22-23 PY 02.10.2023 - Pay 2/...		583.67	8,757.87
02/24/2023	PYPKT01030	PYPKT01030 - FY 22-23..	PYPKT01030 - FY 22-23 PY 02.24.23 - Pay 2/24/...		579.42	9,337.29
03/10/2023	PYPKT01041	PYPKT01041 - FY 22-23..	PYPKT01041 - FY 22-23 PY 03.10.2023 - Pay 3/...		546.39	9,883.68
03/24/2023	PYPKT01066	PYPKT01066 - FY 22-23..	PYPKT01066 - FY 22-23 PY 03.24.2023 - Pay 3/...		555.41	10,439.09
<u>101-551.000-710.300</u>						
	P E R S	5,214.64	1,755.81	1,755.81	0.00	6,970.45
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/10/2023	PYPKT01025	PYPKT01025 - FY 22-23..	PYPKT01025 - FY 22-23 PY 02.10.2023 - Pay 2/...		439.95	5,654.59
02/24/2023	PYPKT01030	PYPKT01030 - FY 22-23..	PYPKT01030 - FY 22-23 PY 02.24.23 - Pay 2/24/...		442.53	6,097.12
03/10/2023	PYPKT01041	PYPKT01041 - FY 22-23..	PYPKT01041 - FY 22-23 PY 03.10.2023 - Pay 3/...		427.15	6,524.27

Detail Report

Date Range: 02/04/2023 - 04/05/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-710.300		P E R S - Continued	5,214.64	1,755.81	1,755.81	0.00	6,970.45
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/24/2023	PYPKT01066	PYPKT01066 - FY 22-23..	PYPKT01066 - FY 22-23 PY 03.24.2023 - Pay 3/...		446.18		6,970.45
101-551.000-720.100		Office supplies	306.97	169.25	169.25	0.00	476.22
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/14/2023	APPKT00857	01232023	Printer Paper/Pens/Envelopes/Labels/Air Wick...	01706 - U.S. Bank Corporate	80.30		387.27
02/15/2023	APPKT00857	23-342	Bus Cards/Ortega/Library	00809 - Imperial Printers	46.33		433.60
02/15/2023	APPKT00857	9522 0831 4545 1717 ...	Facial Tissue/Liquid Soap/Library	01768 - Wal-Mart Stores Inc #01-1555	16.77		450.37
03/09/2023	APPKT00885	02222023	BookZip/BankersBox/Batteries/PaperRolls/Fol...	01706 - U.S. Bank Corporate	25.85		476.22
101-551.000-720.200		Books and subscriptions	15,837.49	808.22	845.70	37.48	16,645.71
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/14/2023	APPKT00857	01232023	Printer Paper/Pens/Envelopes/Labels/Air Wick...	01706 - U.S. Bank Corporate	32.27		15,869.76
02/14/2023	APPKT00857	01232023	Printer Paper/Pens/Envelopes/Labels/Air Wick...	01706 - U.S. Bank Corporate	329.54		16,199.30
02/15/2023	APPKT00857	2084022	Audiobook Subscriptions/Library	00217 - Blackstone Audio, Inc.	31.90		16,231.20
02/22/2023	APPKT00859	2087863	Books/The Rise of Magicks/	00217 - Blackstone Audio, Inc.	25.34		16,256.54
03/09/2023	APPKT00885	02222023	BookZip/BankersBox/Batteries/PaperRolls/Fol...	01706 - U.S. Bank Corporate	32.31		16,288.85
03/09/2023	APPKT00885	02222023	BookZip/BankersBox/Batteries/PaperRolls/Fol...	01706 - U.S. Bank Corporate	394.34		16,683.19
03/09/2023	APPKT00885	02222023	BookZip/BankersBox/Batteries/PaperRolls/Fol...	01706 - U.S. Bank Corporate		37.48	16,645.71
101-551.000-721.200		Other operating supplies	1,175.26	393.00	393.00	0.00	1,568.26
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/13/2023	APPKT00857	9689234 020123	Bulk Water/Cooler Rentals/January 2023	01601 - Sparkletts	62.95		1,238.21
02/14/2023	APPKT00857	01232023	Printer Paper/Pens/Envelopes/Labels/Air Wick...	01706 - U.S. Bank Corporate	25.74		1,263.95
03/01/2023	APPKT00867	G93511/2	Key Blank MST Pdlk/CD 1IN Split Key Rings/Libr...	00228 - Brawley Ace Hardware	27.48		1,291.43
03/08/2023	APPKT00885	9689234 030123	Bulk Water/Cooler Rentals/Various/Feb 2023	01601 - Sparkletts	62.95		1,354.38
03/09/2023	APPKT00885	02222023	BookZip/BankersBox/Batteries/PaperRolls/Fol...	01706 - U.S. Bank Corporate	169.41		1,523.79
03/28/2023	APPKT00921	4575 5629 1478 9497 ...	White Bulbs/Sharpie/Spray Adhesive/Supplies/...	01768 - Wal-Mart Stores Inc #01-1555	44.47		1,568.26
101-551.000-721.900		Small tools & minor equipment	945.50	10,282.96	10,282.96	0.00	11,228.46
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/09/2023	POPKT00501	HB56513	Acer All in One Computers (9)	00324 - CDW Government Inc	10,265.19		11,210.69
03/09/2023	APPKT00885	02222023	BookZip/BankersBox/Batteries/PaperRolls/Fol...	01706 - U.S. Bank Corporate	17.77		11,228.46
101-551.000-725.200		Electricity	101.54	36.73	36.73	0.00	138.27
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/13/2023	APPKT00857	1-23IID2	Power Utility Bills/Various/12/29/22 - 1/27/23	00805 - Imperial Irrigation District	17.69		119.23
03/13/2023	APPKT00892	2-23IID1.28.23-2.27.23	Power Utility Bills/Various Depts/1/28/23 - 2/2...	00805 - Imperial Irrigation District	19.04		138.27
101-551.000-730.200		Technical services	4,073.01	275.41	275.41	0.00	4,348.42
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/07/2023	APPKT00849	4070	Work Study/Stephanie Martinez/10/11/22 - 11...	00815 - Imperial Valley College	70.62		4,143.63
02/07/2023	APPKT00849	4077	Work Study/Stephanie Martinez/11/11/22 - 12...	00815 - Imperial Valley College	43.16		4,186.79
02/07/2023	APPKT00849	4083	Work Study/Stephanie Martinez/12/11/22 - 1/...	00815 - Imperial Valley College	121.63		4,308.42

Detail Report

Date Range: 02/04/2023 - 04/05/2023

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-730.200		Technical services - Continued		4,073.01	275.41	275.41	0.00	4,348.42
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
03/08/2023	APPKT00885	14323430 MT	Monthly Pest Control/General Pest/Library	01732 - Valley Pest Services Inc		40.00		4,348.42
101-551.000-740.120		Repair & Maintenance Facility		3,730.00	253.88	253.88	0.00	3,983.88
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
03/02/2023	APPKT00867	2-23ADT	Alarm Monitoring/February 2023	00026 - ADT Commercial		253.88		3,983.88
101-551.000-740.130		Repairs & Maintenance Equipment		267.86	34.79	45.57	10.78	302.65
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
02/07/2023	APPKT00849	G86861/2	Toilet Repair/ADJ W/Flt	00228 - Brawley Ace Hardware		23.69		291.55
02/07/2023	APPKT00849	G86905/2	Toilet Repair/ADJ W/Flt/Return	00228 - Brawley Ace Hardware			10.78	280.77
02/21/2023	APPKT00859	29969459	BW Copier/Usage/Library/1/1/23 -1/31/23	00299 - Canon Financial Services Inc		10.40		291.17
03/28/2023	APPKT00921	30136941	BW Copier Usage/Library/2/1/23 - 2/28/23	00299 - Canon Financial Services Inc		11.48		302.65
101-551.000-740.200		Cleaning services		17,100.00	1,900.00	1,900.00	0.00	19,000.00
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
03/02/2023	POPKT00495	5076182	Janitorial Services/Libraby	01238 - Mylo Janitorial Inc		1,900.00		19,000.00
101-551.000-740.400		Rents & Leases		1,394.18	428.06	428.06	0.00	1,822.24
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
02/13/2023	APPKT00857	9689234 020123	Bulk Water/Cooler Rentals/January 2023	01601 - Sparkletts		9.99		1,404.17
02/21/2023	APPKT00859	29969455	B&W Copier Contract Charge/2/1/23 - 2/28/23	00299 - Canon Financial Services Inc		105.36		1,509.53
03/08/2023	APPKT00885	3-23Storage	Storage Unit B209/March 2023 Rental	01311 - Packers Mini Storage		92.00		1,601.53
03/08/2023	APPKT00885	9689234 030123	Bulk Water/Cooler Rentals/Various/Feb 2023	01601 - Sparkletts		9.99		1,611.52
03/28/2023	APPKT00921	29484674	Copier Contract Charge/Library/11/1/22 - 11/3...	00299 - Canon Financial Services Inc		105.36		1,716.88
03/28/2023	APPKT00921	30136938	Copier Contract Charge/Library/3/1/23 - 3/31/...	00299 - Canon Financial Services Inc		105.36		1,822.24
101-551.000-750.200		Communications		2,262.09	693.02	693.02	0.00	2,955.11
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
02/17/2023	APPKT00859	9927025129	Cell Phone Service/Library/1/7/23 - 2/6/23	01738 - Verizon Wireless		40.94		2,303.03
02/21/2023	APPKT00859	000019483385	Telephone Service/Library/1/12/23 - 2/11/23	00168 - AT&T CalNet		195.18		2,498.21
02/27/2023	APPKT00867	2-24ATTCalnet	Telephone Services/Various/1/20/23 - 2/19/23	00168 - AT&T CalNet		111.53		2,609.74
03/16/2023	APPKT00911	9929421438	Cell Phone Service/Library/2/7/23 - 3/6/23	01738 - Verizon Wireless		40.94		2,650.68
03/20/2023	APPKT00911	000019629213	Telephone Services/Library/2/12/23 - 3/11/23	00168 - AT&T CalNet		192.96		2,843.64
03/27/2023	APPKT00921	3-23ATTCalnet	Telephone Service/Various Depts/2/20/23 - 3/...	00168 - AT&T CalNet		111.47		2,955.11
101-551.000-750.210		Postage		5.13	-5.13	0.00	5.13	0.00
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
03/10/2023	CLPKT01369	R00094100	US POSTAL SERVICE QUADIENT Misc Product C...				5.13	0.00
101-551.000-750.300		Advertising & promotion		99.00	99.00	99.00	0.00	198.00
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
03/28/2023	APPKT00921	9616	Brawley High School Booster/Sponsor Ad/Library	01604 - Sports Boosters Inc		99.00		198.00
Total Fund: 101 - General Fund:				176,894.06	55,390.45	55,443.84	53.39	232,284.51

Detail Report

Date Range: 02/04/2023 - 04/05/2023

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance			
101-551.000-750.300	Advertising & promotion - Continued	99.00							
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance		
Grand Totals:					176,894.06	55,390.45	55,443.84	53.39	232,284.51

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	176,894.06	55,390.45	55,443.84	53.39	232,284.51
Grand Total:	176,894.06	55,390.45	55,443.84	53.39	232,284.51

