



**Library Board of Trustees
Regular Meeting Agenda
Wednesday, October 11, 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, October 11, 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: September 09, 2023 to October 06, 2023

Pgs. 4-6

(1 attachment)

4. STUDY SESSION

- a. Review Brawley Public Library Board of Trustees Bylaws

5. LIBRARIAN REPORT

6. REGULAR BUSINESS

- a. Review and discuss quotes for the replacement of patron and staff computers at the Del Rio branch of the Brawley Public Library. Presented by Petra Ortega, Library Manager.

Pgs. 7-9

(2 attachments)

7. BOARD MEMBER REPORTS

8. CITY LIASON REPORT

9. ADJOURNMENT: Regular Meeting, Wednesday, November 08, 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

Detail Report Account Detail

Date Range: 09/09/2023 - 10/06/2023

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	30,141.46	13,353.23	13,353.23	0.00	43,494.69
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/22/2023	PYPKT01324	PYPKT01324 - FY 23-...	PYPKT01324 - FY 23-24 PY 09.22.2023 - Pay ...		6,412.78	36,554.24
10/06/2023	PYPKT01345	PYPKT01345 - FY 23-...	PYPKT01345 - FY 23-24 PY 10.06.23 - Pay 10...		6,940.45	43,494.69
<u>101-551.000-700.200</u>						
	Temporary salaries	13,302.96	5,195.45	5,195.45	0.00	18,498.41
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/22/2023	PYPKT01324	PYPKT01324 - FY 23-...	PYPKT01324 - FY 23-24 PY 09.22.2023 - Pay ...		2,641.11	15,944.07
10/06/2023	PYPKT01345	PYPKT01345 - FY 23-...	PYPKT01345 - FY 23-24 PY 10.06.23 - Pay 10...		2,554.34	18,498.41
<u>101-551.000-700.300</u>						
	Overtime	70.59	62.75	62.75	0.00	133.34
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/22/2023	PYPKT01324	PYPKT01324 - FY 23-...	PYPKT01324 - FY 23-24 PY 09.22.2023 - Pay ...		15.69	86.28
10/06/2023	PYPKT01345	PYPKT01345 - FY 23-...	PYPKT01345 - FY 23-24 PY 10.06.23 - Pay 10...		47.06	133.34
<u>101-551.000-710.100</u>						
	Health insurance	5,418.84	2,296.12	2,296.12	0.00	7,714.96
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/22/2023	PYPKT01324	PYPKT01324 - FY 23-...	PYPKT01324 - FY 23-24 PY 09.22.2023 - Pay ...		1,148.06	6,566.90
10/06/2023	PYPKT01345	PYPKT01345 - FY 23-...	PYPKT01345 - FY 23-24 PY 10.06.23 - Pay 10...		1,148.06	7,714.96
<u>101-551.000-710.200</u>						
	F I C A	3,166.22	1,354.84	1,354.84	0.00	4,521.06
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/22/2023	PYPKT01324	PYPKT01324 - FY 23-...	PYPKT01324 - FY 23-24 PY 09.22.2023 - Pay ...		659.36	3,825.58
10/06/2023	PYPKT01345	PYPKT01345 - FY 23-...	PYPKT01345 - FY 23-24 PY 10.06.23 - Pay 10...		695.48	4,521.06
<u>101-551.000-710.300</u>						
	P E R S	2,305.55	1,025.53	1,025.53	0.00	3,331.08
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/22/2023	PYPKT01324	PYPKT01324 - FY 23-...	PYPKT01324 - FY 23-24 PY 09.22.2023 - Pay ...		492.50	2,798.05
10/06/2023	PYPKT01345	PYPKT01345 - FY 23-...	PYPKT01345 - FY 23-24 PY 10.06.23 - Pay 10...		533.03	3,331.08
<u>101-551.000-720.200</u>						
	Books and subscriptions	7,132.60	50.68	50.68	0.00	7,183.28
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/13/2023	APPKT01246	08222023	Chain Link Fence/Southwest Airlines/LA Tim...	01706 - U.S. Bank Corporate	23.53	7,156.13
09/13/2023	APPKT01246	08222023	Chain Link Fence/Southwest Airlines/LA Tim...	01706 - U.S. Bank Corporate	27.15	7,183.28
<u>101-551.000-720.220</u>						
	Library Programming	24.65	60.25	60.25	0.00	84.90
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
09/13/2023	APPKT01246	08222023	Chain Link Fence/Southwest Airlines/LA Tim...	01706 - U.S. Bank Corporate	15.06	39.71

Detail Report

Date Range: 09/09/2023 - 10/06/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.220		Library Programming - Continued	24.65	60.25	60.25	0.00	84.90
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/13/2023	APPKT01246	08222023	Chain Link Fence/Southwest Airlines/LA Tim...	01706 - U.S. Bank Corporate	45.19		84.90
101-551.000-721.200		Other operating supplies	4,622.35	958.28	958.28	0.00	5,580.63
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/12/2023	APPKT01246	9689234 090123	Bulk Water/Cooler Rentals/August 2023	01601 - Sparkletts	76.44		4,698.79
09/13/2023	APPKT01246	08222023	Chain Link Fence/Southwest Airlines/LA Tim...	01706 - U.S. Bank Corporate	821.50		5,520.29
09/13/2023	APPKT01246	1295	Embroidery Services	02024 - Graffik Screen Printing & Embroidery	60.34		5,580.63
101-551.000-725.200		Electricity	1,483.01	1,412.26	1,412.26	0.00	2,895.27
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/13/2023	APPKT01246	8-23IID8.29.23	Pwr Utility Bills/Various Depts/7/28/23 - 8/2...	00805 - Imperial Irrigation District	1,412.26		2,895.27
101-551.000-730.200		Technical services	149.72	335.31	335.31	0.00	485.03
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/18/2023	APPKT01251	504425258	MPLC Umbrella License/10/1/23 - 9/30/24	01230 - Motion Picture Licensing Corp	271.22		420.94
09/20/2023	APPKT01251	9-23ADT	Alarm Monitoring/Library/City Hall/Sept 2023	00026 - ADT Commercial	9.09		430.03
10/03/2023	APPKT01268	14331212 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	55.00		485.03
101-551.000-740.130		Repairs & Maintenance Equipment	21.26	11.22	11.22	0.00	32.48
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/25/2023	APPKT01257	31183156	Copier Usage/Library/August 2023	00299 - Canon Financial Services Inc	11.22		32.48
101-551.000-740.400		Rents & Leases	458.40	241.85	241.85	0.00	700.25
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/12/2023	APPKT01246	9689234 090123	Bulk Water/Cooler Rentals/August 2023	01601 - Sparkletts	9.99		468.39
09/25/2023	APPKT01257	31183153	Copier Contract Charge/Library/Sept 2023	00299 - Canon Financial Services Inc	105.36		573.75
09/27/2023	APPKT01257	10-23Storage	Storage Unit B209/October	01311 - Packers Mini Storage	126.50		700.25
101-551.000-750.200		Communications	389.86	384.69	384.69	0.00	774.55
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/18/2023	APPKT01251	000020507585	Phone Service/Library/8/12/23 - 9/11/23	00168 - AT&T CalNet	261.37		651.23
09/19/2023	APPKT01251	9943741313	Cell Phone Service/Library/8/7/23 - 9/6/23	01738 - Verizon Wireless	42.02		693.25
09/27/2023	APPKT01257	9-23ATTCalnet	Telephone Service/Various Depts/8/20/23 - ...	00168 - AT&T CalNet	81.30		774.55
101-551.000-750.650		Taxes, Fees, and Penalties	25.30	25.30	25.30	0.00	50.60
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/27/2023	APPKT01257	10-23Storage	Storage Unit B209/October	01311 - Packers Mini Storage	25.30		50.60
Total Fund: 101 - General Fund:			68,712.77	26,767.76	26,767.76	0.00	95,480.53
Grand Totals:			68,712.77	26,767.76	26,767.76	0.00	95,480.53

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	68,712.77	26,767.76	26,767.76	0.00	95,480.53
Grand Total:	68,712.77	26,767.76	26,767.76	0.00	95,480.53

QUOTE: 1666958738



Created by: Armando Garibay, IT, (760) 351-8805
 Last modified by Armando Garibay, IT, (760) 351-8805
 Last modified: 5:43 PM October 06, 2023

Shipping to:

CITY OF BRAWLEY
 ARMANDO GARIBAY
 351 MAIN ST
 BRAWLEY, CA 92227

Delivery Method:

Best Way - Ground \$0.00

Product	Unit Price	Qty	
 Acer Veriton Z6 VZ6880G AIO Core i7-11700 2.5GHz 16GB 512GB SSD UHD750 DVD-W ax BT WC 23.8" FHD W10P64 In Stock Ships in 1-2 Business Days \$5.00 Item#: 41400920 Mfg. Part #: DQ.VUXAA.002	\$1,324.03	6	\$7,944.18
			\$30.00
 Acer Next Business Day Limited Onsite Svc for Years 2 & 3 for Veriton Desktops Upgrade to 3 Yrs Onsite In Stock Virtual delivery Item#: 16722569 Mfg. Part #: 146.EE769.002	\$21.20	6	\$127.20

Order Summary	
Product Subtotal:	\$8,071.38
Shipping & Handling: ⓘ	\$0.00
Tax: ⓘ	\$615.67
Fees: ⓘ	\$30.00
Order Total:	\$8,717.05



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Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1CCH96P	10/6/2023	LIBRARY-6	2762689	\$8,573.97

IMPORTANT - PLEASE READ

Fees applied to item(s): 6896397

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Acer Veriton Z6 VZ6880G - all-in-one - Core i7 11700 2.5 GHz - 16 GB - SSD Mfg. Part#: DQ.VUXAA.002	6	6896397	\$1,272.24	\$7,633.44
Acer extended service agreement - 2 years - 2nd and 3rd year - on-site Mfg. Part#: 146.EE769.002 UNSPSC: 81112307 Electronic distribution - NO MEDIA	6	3050103	\$21.94	\$131.64

RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 15" TO LESS THAN 35" Fee Applied to Item: 6896397	6	654810	\$5.00	\$30.00

SUBTOTAL	\$7,765.08
SHIPPING	\$187.30
RECYCLING FEE	\$30.00
SALES TAX	\$591.59
GRAND TOTAL	\$8,573.97

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: FEDEX Ground
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Brian Clouser | (866) 339-4119 | briaclo@cdwg.com

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