



**Library Board of Trustees
Special Meeting Agenda
Wednesday, November 15, 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, November 15, 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: October 11, 2023

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: October 07, 2023 to November 13, 2023

Pgs. 6-9

(1 attachment)

4. LIBRARIAN REPORT

5. REGULAR BUSINESS

- a. Review the quote 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. 10-11

(1 attachment)

6. BOARD MEMBER REPORTS

7. CITY LIASON REPORT

8. ADJOURNMENT: *Regular Meeting, Wednesday, December 13, 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 October 11, 2023

The Library Board of Trustees of the City of Brawley met in regular session on October 11th 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 5:20 P.M.

Roll Call:

Present: Grant, Lohr, Lorenzen, Pendley, Ortega, Rebollar
Absent : Smith

Approval of the Agenda:

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

There were no public appearances or comments.

Consent Agenda:

The Consent Agenda was approved. m/s/c. Lohr/Grant. Questions were asked and answered concerning the September 9th - October 6th accounts payable.

Study Session:

The Bylaws for the Trustees were reviewed again. Questions were raised and discussed. The Board will need a third session after these come back from the City Attorney.

Librarian Report:

- *All couches and armchairs have been placed in storage. This has helped with the loitering from the homeless
- * 2 patrons have been banned from the library for 30 days.
- * The October activity Calendar has been shared on the city's social media account.
- * Library is providing free solar eclipse glasses to our patrons. They're available until October 13th.

Regular Business:

Computers for staff and patrons at the Del Rio branch need to be replaced. The projected cost is \$8,717.05 for 6 computers. No action was take.

The County Library is putting together an in-depth STEM program for all of the libraries in the Valley. The details are being worked out.

There was no other business or comments.

The next meeting will be Wednesday, November 8, 2023 at 5:05 P.M.

The Board President adjourned the meeting at 6:30 P.M.

Respectfully submitted

Judy Grant, recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 10/07/2023 - 11/13/2023

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	43,494.69	13,125.76	13,125.76	0.00	56,620.45
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/20/2023	PYPKT01358	PYPKT01358 - FY 22-...	PYPKT01358 - FY 22-23 PY 10.20.2023 - Pay ...		6,492.67	49,987.36
11/03/2023	PYPKT01376	PYPKT01376 - FY 23-...	PYPKT01376 - FY 23-24 PY 11.03.23 - Pay 11...		6,633.09	56,620.45
<u>101-551.000-700.200</u>						
	Temporary salaries	18,498.41	5,198.54	5,198.54	0.00	23,696.95
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/20/2023	PYPKT01358	PYPKT01358 - FY 22-...	PYPKT01358 - FY 22-23 PY 10.20.2023 - Pay ...		2,559.36	21,057.77
11/03/2023	PYPKT01376	PYPKT01376 - FY 23-...	PYPKT01376 - FY 23-24 PY 11.03.23 - Pay 11...		2,639.18	23,696.95
<u>101-551.000-700.300</u>						
	Overtime	133.34	31.38	31.38	0.00	164.72
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/20/2023	PYPKT01358	PYPKT01358 - FY 22-...	PYPKT01358 - FY 22-23 PY 10.20.2023 - Pay ...		15.69	149.03
11/03/2023	PYPKT01376	PYPKT01376 - FY 23-...	PYPKT01376 - FY 23-24 PY 11.03.23 - Pay 11...		15.69	164.72
<u>101-551.000-710.100</u>						
	Health insurance	7,714.96	2,296.12	2,296.12	0.00	10,011.08
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/20/2023	PYPKT01358	PYPKT01358 - FY 22-...	PYPKT01358 - FY 22-23 PY 10.20.2023 - Pay ...		1,148.06	8,863.02
11/03/2023	PYPKT01376	PYPKT01376 - FY 23-...	PYPKT01376 - FY 23-24 PY 11.03.23 - Pay 11...		1,148.06	10,011.08
<u>101-551.000-710.200</u>						
	F I C A	4,521.06	1,335.28	1,335.28	0.00	5,856.34
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/20/2023	PYPKT01358	PYPKT01358 - FY 22-...	PYPKT01358 - FY 22-23 PY 10.20.2023 - Pay ...		659.22	5,180.28
11/03/2023	PYPKT01376	PYPKT01376 - FY 23-...	PYPKT01376 - FY 23-24 PY 11.03.23 - Pay 11...		676.06	5,856.34
<u>101-551.000-710.300</u>						
	P E R S	3,331.08	1,008.06	1,008.06	0.00	4,339.14
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/20/2023	PYPKT01358	PYPKT01358 - FY 22-...	PYPKT01358 - FY 22-23 PY 10.20.2023 - Pay ...		498.64	3,829.72
11/03/2023	PYPKT01376	PYPKT01376 - FY 23-...	PYPKT01376 - FY 23-24 PY 11.03.23 - Pay 11...		509.42	4,339.14
<u>101-551.000-720.100</u>						
	Office supplies	463.23	166.36	166.36	0.00	629.59
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/10/2023	APPKT01286	23-3235	Bus Cards/Ortega Martinez	00809 - Imperial Printers	54.95	518.18
10/17/2023	APPKT01293	09222023	Lowe's/Weighted Vests/BooksZip/UPS/Costc...	01706 - U.S. Bank Corporate	98.21	616.39
10/24/2023	APPKT01298	8219 7665 6607 0484...	Candy/Air Freshener/Card Stock	01768 - Wal-Mart Stores Inc #01-1555	13.20	629.59
<u>101-551.000-720.200</u>						
	Books and subscriptions	7,183.28	278.26	281.48	3.22	7,461.54
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
10/16/2023	APPKT01293	2099737	Book/Retail CD	00217 - Blackstone Audio, Inc.	38.95	7,222.23

Detail Report

Date Range: 10/07/2023 - 11/13/2023

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.200		Books and subscriptions - Continued	7,183.28	278.26	281.48	3.22	7,461.54
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/16/2023	APPKT01293	2101345	Book/Retail CD	00217 - Blackstone Audio, Inc.	34.94		7,257.17
10/16/2023	APPKT01293	2106374	Books/MP3 CD	00217 - Blackstone Audio, Inc.	59.98		7,317.15
10/17/2023	APPKT01293	09222023	Lowes/Weighted Vests/BooksZip/UPS/Costc...	01706 - U.S. Bank Corporate		3.22	7,313.93
10/17/2023	APPKT01293	09222023	Lowes/Weighted Vests/BooksZip/UPS/Costc...	01706 - U.S. Bank Corporate	37.79		7,351.72
10/17/2023	APPKT01293	09222023	Lowes/Weighted Vests/BooksZip/UPS/Costc...	01706 - U.S. Bank Corporate	109.82		7,461.54
101-551.000-720.220		Library Programming	84.90	148.86	148.86	0.00	233.76
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/17/2023	APPKT01293	09222023	Lowes/Weighted Vests/BooksZip/UPS/Costc...	01706 - U.S. Bank Corporate	43.09		127.99
10/24/2023	APPKT01298	3355 5605 5178 9193...	Hand Soap/Glow Sticks	01768 - Wal-Mart Stores Inc #01-1555	17.48		145.47
10/24/2023	APPKT01298	8219 7665 6607 0484...	Candy/Air Freshener/Card Stock	01768 - Wal-Mart Stores Inc #01-1555	88.29		233.76
101-551.000-720.800		Janitorial supplies	39.09	8.34	8.34	0.00	47.43
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/24/2023	APPKT01298	3355 5605 5178 9193...	Hand Soap/Glow Sticks	01768 - Wal-Mart Stores Inc #01-1555	2.62		41.71
10/24/2023	APPKT01298	8219 7665 6607 0484...	Candy/Air Freshener/Card Stock	01768 - Wal-Mart Stores Inc #01-1555	5.72		47.43
101-551.000-721.200		Other operating supplies	5,580.63	225.01	225.01	0.00	5,805.64
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/12/2023	APPKT01286	9689234 100123	Bulk Water/Cooler Rentals/September 2023	01601 - Sparkletts	88.93		5,669.56
11/03/2023	APPKT01326	I08476/2	Utility V-Belt	00228 - Brawley Ace Hardware	8.18		5,677.74
11/08/2023	APPKT01326	9689234 110123	Bulk Water/Cooler Rentals/October 2023	01601 - Sparkletts	127.90		5,805.64
101-551.000-725.200		Electricity	2,895.27	1,627.43	1,627.43	0.00	4,522.70
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/10/2023	APPKT01286	9-23IID9.29.23	Pwr Utility Bills/Various Depts/8/26/23 - 9/2...	00805 - Imperial Irrigation District	1,627.43		4,522.70
101-551.000-730.200		Technical services	485.03	69.72	69.72	0.00	554.75
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/24/2023	APPKT01298	10-23ADT	Alarm Monitoring/Library/City Hall/Oct 2023	00026 - ADT Commercial	69.72		554.75
101-551.000-740.200		Cleaning services	0.00	4,275.00	4,275.00	0.00	4,275.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/12/2023	POPKT00718	5076596	Janitorial Services for various departments	01238 - Mylo Janitorial Inc	1,425.00		1,425.00
10/26/2023	POPKT00727	5076715	Janitorial Services for various departments	01238 - Mylo Janitorial Inc	1,425.00		2,850.00
10/26/2023	POPKT00727	5076755	Janitorial Services for various departments	01238 - Mylo Janitorial Inc	1,425.00		4,275.00
101-551.000-740.400		Rents & Leases	700.25	125.34	125.34	0.00	825.59
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/12/2023	APPKT01286	9689234 100123	Bulk Water/Cooler Rentals/September 2023	01601 - Sparkletts	9.99		710.24
10/24/2023	APPKT01298	31355163	Copier Contract Charge/Library/Oct 2023	00299 - Canon Financial Services Inc	105.36		815.60
11/08/2023	APPKT01326	9689234 110123	Bulk Water/Cooler Rentals/October 2023	01601 - Sparkletts	9.99		825.59

Detail Report

Date Range: 10/07/2023 - 11/13/2023

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
101-551.000-750.200	Communications	774.55	388.56	388.56	0.00	1,163.11	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance	
10/16/2023	APPKT01293	9946162065	Cell Phone Services/Library/9/7/23 - 10/6/23	01738 - Verizon Wireless	42.05	816.60	
10/25/2023	APPKT01298	10-23ATTCalnet	Telephone Services/Various Depts/9/20/23 -...	00168 - AT&T CalNet	346.51	1,163.11	
101-551.000-750.300	Advertising & promotion	0.00	99.00	99.00	0.00	99.00	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance	
10/17/2023	APPKT01293	9975	Brawley High School Booster/Sponsor Ad/Lib...	01604 - Sports Boosters Inc	99.00	99.00	
101-551.000-750.400	Travel & Training	669.27	193.31	193.31	0.00	862.58	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance	
10/17/2023	APPKT01293	10-23Reimburse	Mileage Reimb/Workshops for WomenHave...	02091 - Itzajana Ortega	66.81	736.08	
10/26/2023	APPKT01298	11-23Storage	Storage Unit B209/November 2023	01311 - Packers Mini Storage	126.50	862.58	
101-551.000-750.600	Contributions,Memberships,Dues	2,039.00	36.00	36.00	0.00	2,075.00	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance	
10/17/2023	APPKT01293	09222023	Lowe's/Weighted Vests/BooksZip/UPS/Costc...	01706 - U.S. Bank Corporate	36.00	2,075.00	
		Total Fund: 101 - General Fund:	98,608.04	30,636.33	30,639.55	3.22	129,244.37
		Grand Totals:	98,608.04	30,636.33	30,639.55	3.22	129,244.37

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	98,608.04	30,636.33	30,639.55	3.22	129,244.37
Grand Total:	98,608.04	30,636.33	30,639.55	3.22	129,244.37



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Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1CCQXZB	11/13/2023	Del Rio PC Upgrade	2762689	\$5,626.39

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	4	6896397	\$1,272.24	\$5,088.96
Mfg. Part#: DQ.VUXAA.002				

RECYCLING FEE DETAILS

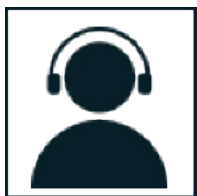
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 15" TO LESS THAN 35" Fee Applied to Item: 6896397	4	654810	\$5.00	\$20.00

	SUBTOTAL	\$5,088.96
	SHIPPING	\$123.04
	RECYCLING FEE	\$20.00
	SALES TAX	\$394.39
	GRAND TOTAL	\$5,626.39

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
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Please remit payments to:	
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