



**Library Board of Trustees
Meeting Agenda
Thursday, April 10, 2025 at 12:00 PM
Brawley Public Library
400 Main Street
Brawley, California 92227**

Diana Lohr, President

Petra Ortega, Library Manager

Judy Grant, Secretary

Perry J. Monita, City Liaison

Cynthia Harvie, Board Member

Liz Lorenzen, Board Member

Leah Pendley, 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 09:00 am, April 10, 2025.

- 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: March 13, 2025

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: March 11, 2025 – April 03, 2025

Pgs. 6-9

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: Regular Meeting, Thursday, May 08, 2025 @ 12:00 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 March 13, 2025**

The Library Board of Trustees of the City of Brawley met in regular session on March 13, 2025 in the Park Meeting Room at Noon. The Library Director attests to the posting of the Agenda pursuant to the California Government Code 54956.

Board President Lohr called the meeting to order at Noon.

Roll Call:

Present: Grant, Harvie, Lohr, Lorenzen, Pendley, Ortega, Monita.

1. Approval of the Agenda

The Agenda was approved m/s/c Lorenzen/Pendley

2. Public Appearances.

— There were no Public Appearances or comments

3. Consent Agenda:

The Consent Agenda, which included Minutes from 2/13/25 and Accounts Payable from 2/8/25-3/10/25, was approved. m/s/c Pendley/Harvie

4. Librarian Report.

- * More Patrons continue to use the Main Branch
- * Daniel Valdez is the new Literacy Clerk. He starts on March 17, 2025
- * The proposal for the HVAC/Window Replacement project from Nicklaus Engineering will go to the City Council for approval on March 18, 2025.
- *.All the books set aside for 'Blind Date with a Book' were checked out

5. Board Members Reports

A Board Member shared an article from the IV Press on books that made a difference in my life. It was suggested that activity might be a good one to do with the city council and board members The board was surprised to learn there is no money in the Library Budget

for advertising our programs.

6. **City Liaison Report:**

Councilman Monita would like to see the BESD schools start using the library again for field trips. He also shared that there are some 'issues' holding up work on the swimming pool repairs.

The next regular meeting will be April 10th at Noon.
The Board President adjourned the meeting at 12:45 P.M.

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 03/11/2025 - 04/03/2025

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	125,861.49	7,435.51	7,435.51	0.00	133,297.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/21/2025	PYPKT02529	PYPKT02529 - PY 03-...	PYPKT02529 - PY 03-04-2025-03-17-2025 - P...		7,435.51	133,297.00
<u>101-551.000-700.200</u>						
	Temporary salaries	35,745.02	1,919.80	1,919.80	0.00	37,664.82
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/21/2025	PYPKT02529	PYPKT02529 - PY 03-...	PYPKT02529 - PY 03-04-2025-03-17-2025 - P...		1,919.80	37,664.82
<u>101-551.000-700.300</u>						
	Overtime	132.49	8.91	8.91	0.00	141.40
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/21/2025	PYPKT02529	PYPKT02529 - PY 03-...	PYPKT02529 - PY 03-04-2025-03-17-2025 - P...		8.91	141.40
<u>101-551.000-710.100</u>						
	Health insurance	20,910.24	1,378.50	1,378.50	0.00	22,288.74
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/21/2025	PYPKT02529	PYPKT02529 - PY 03-...	PYPKT02529 - PY 03-04-2025-03-17-2025 - P...		1,378.50	22,288.74
<u>101-551.000-710.200</u>						
	F I C A	11,725.13	670.86	670.86	0.00	12,395.99
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/21/2025	PYPKT02529	PYPKT02529 - PY 03-...	PYPKT02529 - PY 03-04-2025-03-17-2025 - P...		670.86	12,395.99
<u>101-551.000-710.300</u>						
	P E R S	9,896.69	585.18	585.18	0.00	10,481.87
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/21/2025	PYPKT02529	PYPKT02529 - PY 03-...	PYPKT02529 - PY 03-04-2025-03-17-2025 - P...		585.18	10,481.87
<u>101-551.000-720.100</u>						
	Office supplies	584.68	198.46	198.46	0.00	783.14
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/11/2025	APPKT01898	2242025	Amazon/Const. Paper/Adhesive Roller/Organ..	01706 - U.S. Bank Corporate	57.10	641.78
03/11/2025	APPKT01898	2242025	Amazon/Office Paiper	01706 - U.S. Bank Corporate	92.46	734.24
03/11/2025	APPKT01898	2242025	Amazon/Construction Paper	01706 - U.S. Bank Corporate	48.90	783.14
<u>101-551.000-720.200</u>						
	Books and subscriptions	12,959.32	720.19	720.19	0.00	13,679.51
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate	17.19	12,976.51
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate	13.51	12,990.02
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate	11.71	13,001.73
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate	14.68	13,016.41
03/11/2025	APPKT01898	2242025	Amazon/Car Repair Manual	01706 - U.S. Bank Corporate	37.71	13,054.12
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate	17.23	13,071.35
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate	48.48	13,119.83

Detail Report

Date Range: 03/11/2025 - 04/03/2025

Account		Name			Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.200		Books and subscriptions - Continued			12,959.32	720.19	720.19	0.00	13,679.51
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		28.73		13,148.56	
03/11/2025	APPKT01898	2242025	Amazon/Book (spanish version)	01706 - U.S. Bank Corporate		15.90		13,164.46	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		19.38		13,183.84	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		15.51		13,199.35	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		26.15		13,225.50	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		15.84		13,241.34	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		32.27		13,273.61	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		27.05		13,300.66	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		19.03		13,319.69	
03/11/2025	APPKT01898	2242025	Amazon/Book/Novel	01706 - U.S. Bank Corporate		21.86		13,341.55	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		20.27		13,361.82	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		13.25		13,375.07	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		16.59		13,391.66	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		35.42		13,427.08	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		13.01		13,440.09	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		12.93		13,453.02	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		21.47		13,474.49	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		12.38		13,486.87	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		23.42		13,510.29	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		30.86		13,541.15	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		16.12		13,557.27	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		14.47		13,571.74	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		16.29		13,588.03	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		33.32		13,621.35	
03/11/2025	APPKT01898	2242025	Amazon/Book (spanish version)	01706 - U.S. Bank Corporate		25.85		13,647.20	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		14.21		13,661.41	
03/11/2025	APPKT01898	2242025	Amazon/Book	01706 - U.S. Bank Corporate		18.10		13,679.51	
101-551.000-720.220		Library Programming			1,399.66	290.32	290.32	0.00	1,689.98
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
03/11/2025	APPKT01898	2242025	Illinois Library Association/T-Shirts	01706 - U.S. Bank Corporate		97.10		1,496.76	
03/11/2025	APPKT01898	2242025	Amazon/Suit Bag/Storage Bag	01706 - U.S. Bank Corporate		64.60		1,561.36	
03/11/2025	APPKT01898	2242025	Amazon/Clothes Hanger	01706 - U.S. Bank Corporate		12.23		1,573.59	
03/13/2025	APPKT01900	3-25Reimbursement	Amazon/Make Your Own Luck Supplies/Libra..	02287 - Petra Ortega		116.39		1,689.98	
101-551.000-725.200		Electricity			8,294.19	10,146.92	10,146.92	0.00	18,441.11
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
03/18/2025	APPKT01907	INV25-00634	Library Joint Use Share/FY 24-25	00796 - Imperial County Office of Education		9,479.14		17,773.33	
03/26/2025	APPKT01916	2-25IIDBestRd	PowerBill/Various Depts	00805 - Imperial Irrigation District		667.78		18,441.11	
101-551.000-730.200		Technical services			869.31	405.28	405.28	0.00	1,274.59
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
03/13/2025	APPKT01900	162402	Fire Extinguisher Annual Maintenance/Library	00068 - All County Fire		305.28		1,174.59	

Detail Report

Date Range: 03/11/2025 - 04/03/2025

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-730.200		Technical services - Continued	869.31	405.28	405.28	0.00	1,274.59
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/18/2025	APPKT01907	14346453 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		1,224.59
03/18/2025	APPKT01907	14347384 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		1,274.59
101-551.000-740.120		Repair & Maintenance Facility	7,092.84	1,733.67	1,733.67	0.00	8,826.51
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/18/2025	APPKT01907	INV25-00634	Library Joint Use Share/FY 24-25	00796 - Imperial County Office of Education	1,733.67		8,826.51
101-551.000-740.130		Repairs & Maintenance Equipment	336.46	10.56	10.56	0.00	347.02
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/13/2025	APPKT01900	37629225	Maintenance Equipment Usage/Library/Dec ...	00299 - Canon Financial Services Inc	3.65		340.11
03/13/2025	APPKT01900	38456830	Copier Usage/Library/Jan 2025	00299 - Canon Financial Services Inc	3.68		343.79
03/31/2025	APPKT01919	A18174/2	Tray Item	00228 - Brawley Ace Hardware	3.23		347.02
101-551.000-740.200		Cleaning services	4,275.00	712.50	712.50	0.00	4,987.50
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/20/2025	POPKT01181	5077913	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		4,987.50
101-551.000-740.400		Rents & Leases	2,876.47	210.72	210.72	0.00	3,087.19
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/13/2025	APPKT01900	37627945	Contract Charge/Library/Jan 2025	00299 - Canon Financial Services Inc	105.36		2,981.83
03/13/2025	APPKT01900	38450859	Contract Charge/Library/Feb 2025	00299 - Canon Financial Services Inc	105.36		3,087.19
101-551.000-740.411		Software Subscription	9,541.35	288.00	288.00	0.00	9,829.35
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/13/2025	APPKT01900	76061985	Google Wrksp Annual Plan	00720 - GovConnection Inc	288.00		9,829.35
101-551.000-750.200		Communications	1,149.46	43.63	43.63	0.00	1,193.09
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
03/19/2025	APPKT01907	6107824914	Cell Phone Services/Library/2/7/25 - 3/6/25	01738 - Verizon Wireless	43.63		1,193.09
Total Fund: 101 - General Fund:			253,649.80	26,759.01	26,759.01	0.00	280,408.81
Grand Totals:			253,649.80	26,759.01	26,759.01	0.00	280,408.81

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	253,649.80	26,759.01	26,759.01	0.00	280,408.81
Grand Total:	253,649.80	26,759.01	26,759.01	0.00	280,408.81