



Library Board of Trustees

Meeting Agenda

Thursday, January 9, 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 9:00 am, January 9, 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 Accounts Payable: December 07, 2024 – January 03, 2025

Pgs. 4-6

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Thursday, February 13, 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

Detail Report

Account Detail

Date Range: 12/07/2024 - 01/03/2025

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund						
101-551.000-700.100						
	Permanent salaries	74,528.32	14,850.15	14,850.15	0.00	89,378.47
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/13/2024	PYPKT02271	PYPKT02271 - Fy 24-...	PYPKT02271 - Fy 24-25 PY 12-13-2024 - Pay ...		7,581.68	82,110.00
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		7,268.47	89,378.47
101-551.000-700.200						
	Temporary salaries	23,768.12	3,032.42	3,032.42	0.00	26,800.54
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/13/2024	PYPKT02271	PYPKT02271 - Fy 24-...	PYPKT02271 - Fy 24-25 PY 12-13-2024 - Pay ...		1,442.97	25,211.09
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		1,589.45	26,800.54
101-551.000-710.100						
	Health insurance	11,594.62	2,423.12	2,423.12	0.00	14,017.74
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/13/2024	PYPKT02271	PYPKT02271 - Fy 24-...	PYPKT02271 - Fy 24-25 PY 12-13-2024 - Pay ...		1,211.56	12,806.18
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		1,211.56	14,017.74
101-551.000-710.200						
	F I C A	7,181.24	1,295.35	1,295.35	0.00	8,476.59
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/13/2024	PYPKT02271	PYPKT02271 - Fy 24-...	PYPKT02271 - Fy 24-25 PY 12-13-2024 - Pay ...		654.06	7,835.30
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		641.29	8,476.59
101-551.000-710.300						
	P E R S	5,863.28	1,168.26	1,168.26	0.00	7,031.54
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/13/2024	PYPKT02271	PYPKT02271 - Fy 24-...	PYPKT02271 - Fy 24-25 PY 12-13-2024 - Pay ...		596.23	6,459.51
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		572.03	7,031.54
101-551.000-720.200						
	Books and subscriptions	1,029.02	5,804.48	5,804.48	0.00	6,833.50
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/09/2024	APPKT01802	66420821	Books/Reading materials	01547 - Scholastic Inc	916.94	1,945.96
12/09/2024	APPKT01802	J216723	Children Plan/Service for Jan 2025 - Dec 2025	00254 - Brodart Company	4,887.54	6,833.50
101-551.000-720.220						
	Library Programming	574.42	41.97	41.97	0.00	616.39
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/10/2024	APPKT01802	11-24Reimburse	Quaker Chewy/Veggie Tray/Fuit Salad/DFS E...	02287 - Petra Ortega	41.97	616.39
101-551.000-721.900						
	Small tools & minor equipment	425.35	949.59	949.59	0.00	1,374.94
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
12/10/2024	APPKT01799	75874047	Sit Stand Vertical Lift KeyB	00720 - GovConnection Inc	949.59	1,374.94

Detail Report

Date Range: 12/07/2024 - 01/03/2025

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
101-551.000-725.200	Electricity	5,818.84	710.86	710.86	0.00	6,529.70		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
12/26/2024	APPKT01812	11-24IIDBestRd	PowerBill/Various Depts	00805 - Imperial Irrigation District	710.86		6,529.70	
101-551.000-730.200	Technical services	629.35	84.99	84.99	0.00	714.34		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
12/13/2024	APPKT01806	0218573	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc	34.99		664.34	
12/13/2024	APPKT01806	14344551 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		714.34	
101-551.000-740.200	Cleaning services	2,137.50	712.50	712.50	0.00	2,850.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/02/2025	POPKT01124	5077705	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		2,850.00	
101-551.000-740.411	Software Subscription	6,145.60	1,700.00	1,700.00	0.00	7,845.60		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
01/02/2025	APPKT01821	10620	Annual Subscription Renewal/Library	02217 - Niche Academy LLC	1,700.00		7,845.60	
101-551.200-700.100	Permanent Salaries	0.00	1,753.52	1,753.52	0.00	1,753.52		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		1,753.52		1,753.52	
101-551.200-710.200	F I C A	0.00	134.15	134.15	0.00	134.15		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		134.15		134.15	
101-551.200-710.300	P E R S	0.00	138.00	138.00	0.00	138.00		
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance	
12/27/2024	PYPKT02283	PYPKT02283 - PY 12-...	PYPKT02283 - PY 12-27-2024 - Pay 12/27/2...		138.00		138.00	
		Total Fund: 101 - General Fund:		139,695.66	34,799.36	34,799.36	0.00	174,495.02
		Grand Totals:		139,695.66	34,799.36	34,799.36	0.00	174,495.02

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	139,695.66	34,799.36	34,799.36	0.00	174,495.02
Grand Total:	139,695.66	34,799.36	34,799.36	0.00	174,495.02