



Library Board of Trustees

Meeting Agenda

Thursday, March 13, 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, March 13, 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: February 13, 2025

Pgs. 4-5

(1 attachment)

- b. Approve Accounts Payable: February 08, 2025 – March 10, 2025

Pgs. 6-9

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Thursday, April 10, 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 February 13, 2025**

The Library Board of Trustees of the City of Brawley met in regular session on February 13, 2025 in the Park Meeting Room at 12:00 P.M. 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 12:00 P.M.

Roll Call:

Present : Grant, Harvie, Lohr, Lorenzen, Pendley, Ortega, Monita, John Tang Assistant City Manager joined the meeting.

Approval of the Agenda:

The Agenda was approved. m/s/c. Lorenzen/Harvie

Public Approval/Comments

There were none.

Consent Agenda:

The Consent Agenda which included Board Minutes from 12/11/24 and 1/8/25, was approved. m/s/c. Harvie/Lohr

Accounts Payables 1/4/25-2/7/25 approved m/s/p. Grant/Pendley

Librarian's Report:

- * More patrons are using the Main Branch compared to the Del Rio.
- * A new Literacy Clerk has been selected. The position is grant funded. Waiting on HR for a start date
- * Nicklaus Engineering Inc. has submitted a proposal for the Window/HVAC Replacement project. Need input now from the build department
- * PLF funds will be used to replace the overhead lights
- * Blind Date with a Book will happen on Valentine's.

Board Member Reports:

*Mrs Harvie is not happy with the IV Press and the lack of coverage of events in our library

*Mrs Grant would like to see a follow up activity to the Blind Date with a Book and a time for local authors to be featured in the library

City Liaison Report:

There are four new council members. Street improvements are continuing and will continue over time. The fate of the pool is still unclear. Lawyers have been contacted

Adjournment:

There was no further business. The next regular meeting will be, Thursday, March 13, 2025 at 12:00 P.M. in the Park Meeting Room.

The President adjourned the meeting at 12:58 P.M.

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

Detail Report Account Detail

Date Range: 02/08/2025 - 03/10/2025

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	111,285.59	14,575.90	14,575.90	0.00	125,861.49
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/21/2025	PYPKT02372	PYPKT02372 - FY 24-...	PYPKT02372 - FY 24-25 PY 02-21-2025 - Pay ...		7,293.89	118,579.48
03/07/2025	PYPKT02394	PYPKT02394 - FY 24-...	PYPKT02394 - FY 24-25 PY 03-07-2025 - Pay ...		7,282.01	125,861.49
<u>101-551.000-700.200</u>						
	Temporary salaries	31,814.39	3,930.63	3,930.63	0.00	35,745.02
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/21/2025	PYPKT02372	PYPKT02372 - FY 24-...	PYPKT02372 - FY 24-25 PY 02-21-2025 - Pay ...		1,973.59	33,787.98
03/07/2025	PYPKT02394	PYPKT02394 - FY 24-...	PYPKT02394 - FY 24-25 PY 03-07-2025 - Pay ...		1,957.04	35,745.02
<u>101-551.000-700.300</u>						
	Overtime	122.33	10.16	10.16	0.00	132.49
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
03/07/2025	PYPKT02394	PYPKT02394 - FY 24-...	PYPKT02394 - FY 24-25 PY 03-07-2025 - Pay ...		10.16	132.49
<u>101-551.000-710.100</u>						
	Health insurance	18,153.24	2,757.00	2,757.00	0.00	20,910.24
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/21/2025	PYPKT02372	PYPKT02372 - FY 24-...	PYPKT02372 - FY 24-25 PY 02-21-2025 - Pay ...		1,378.50	19,531.74
03/07/2025	PYPKT02394	PYPKT02394 - FY 24-...	PYPKT02394 - FY 24-25 PY 03-07-2025 - Pay ...		1,378.50	20,910.24
<u>101-551.000-710.200</u>						
	F I C A	10,399.58	1,325.55	1,325.55	0.00	11,725.13
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/21/2025	PYPKT02372	PYPKT02372 - FY 24-...	PYPKT02372 - FY 24-25 PY 02-21-2025 - Pay ...		663.48	11,063.06
03/07/2025	PYPKT02394	PYPKT02394 - FY 24-...	PYPKT02394 - FY 24-25 PY 03-07-2025 - Pay ...		662.07	11,725.13
<u>101-551.000-710.300</u>						
	P E R S	8,751.44	1,145.25	1,145.25	0.00	9,896.69
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/21/2025	PYPKT02372	PYPKT02372 - FY 24-...	PYPKT02372 - FY 24-25 PY 02-21-2025 - Pay ...		572.16	9,323.60
03/07/2025	PYPKT02394	PYPKT02394 - FY 24-...	PYPKT02394 - FY 24-25 PY 03-07-2025 - Pay ...		573.09	9,896.69
<u>101-551.000-720.100</u>						
	Office supplies	557.88	26.80	26.80	0.00	584.68
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/28/2025	APPKT01882	1222025	Amazon/Glue Spray	01706 - U.S. Bank Corporate	26.80	584.68
<u>101-551.000-720.200</u>						
	Books and subscriptions	12,438.85	520.47	520.47	0.00	12,959.32
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits Running Balance
02/25/2025	APPKT01877	12594981	Occupational Outlook Handbook	02649 - The Globe Pequot Publishing Group, Inc	84.15	12,523.00
02/25/2025	APPKT01877	2038841202	Books/Bilingual	00188 - Baker & Taylor Inc	204.51	12,727.51
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate	20.73	12,748.24
02/28/2025	APPKT01882	1222025	Amazon/Manga Book	01706 - U.S. Bank Corporate	13.47	12,761.71

Detail Report

Date Range: 02/08/2025 - 03/10/2025

Account		Name			Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.200		Books and subscriptions - Continued			12,438.85	520.47	520.47	0.00	12,959.32
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		10.22		12,771.93	
02/28/2025	APPKT01882	1222025	Amazon/Novel Book	01706 - U.S. Bank Corporate		11.83		12,783.76	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		10.01		12,793.77	
02/28/2025	APPKT01882	1222025	Amazon/Illustrated Guide	01706 - U.S. Bank Corporate		13.78		12,807.55	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		12.70		12,820.25	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		17.41		12,837.66	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		11.63		12,849.29	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		27.06		12,876.35	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		21.35		12,897.70	
02/28/2025	APPKT01882	1222025	Amazon/Cookbook	01706 - U.S. Bank Corporate		20.46		12,918.16	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		29.02		12,947.18	
02/28/2025	APPKT01882	1222025	Amazon/Book	01706 - U.S. Bank Corporate		12.14		12,959.32	
101-551.000-720.220		Library Programming			923.30	476.36	476.36	0.00	1,399.66
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
02/11/2025	APPKT01863	1988 8765 9702 2065...	StandardGrip for labels/Valentines Decorati...	01768 - Wal-Mart Stores Inc #01-1555		21.96		945.26	
02/20/2025	APPKT01871	2-25Reimburse	Floral Purchase/Blind Date with Book Lib. Pr...	02287 - Petra Ortega		12.91		958.17	
02/28/2025	APPKT01882	1222025	HW Costumes/Women Costumes	01706 - U.S. Bank Corporate		246.01		1,204.18	
02/28/2025	APPKT01882	1222025	HW Costumes/Women Costumes	01706 - U.S. Bank Corporate		130.88		1,335.06	
02/28/2025	APPKT01882	1222025	Amazon/Tape/Valentines Craft/Decorartions...	01706 - U.S. Bank Corporate		64.60		1,399.66	
101-551.000-721.200		Other operating supplies			2,062.31	384.13	384.13	0.00	2,446.44
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
02/12/2025	APPKT01863	9689234 020125	Bulk Water/Cooler Rentals/Jan 2025	01601 - Sparkletts		101.42		2,163.73	
02/28/2025	APPKT01882	1222025	Amazon/Storage Boxes	01706 - U.S. Bank Corporate		50.77		2,214.50	
02/28/2025	APPKT01882	1222025	Amazon/Safety Work Gloves	01706 - U.S. Bank Corporate		36.94		2,251.44	
02/28/2025	APPKT01882	1222025	Amazon/Luggage Tags	01706 - U.S. Bank Corporate		9.69		2,261.13	
02/28/2025	APPKT01882	1222025	Amazon/Storage Totes	01706 - U.S. Bank Corporate		161.63		2,422.76	
02/28/2025	APPKT01882	1222025	Amazon/Christmas Ornaments	01706 - U.S. Bank Corporate		23.68		2,446.44	
101-551.000-721.900		Small tools & minor equipment			2,342.06	10.71	10.71	0.00	2,352.77
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
02/18/2025	APPKT01871	A23218/2	L Swivel Stabple Safety Hasp/Screws	00228 - Brawley Ace Hardware		10.71		2,352.77	
101-551.000-725.200		Electricity			7,349.74	944.45	944.45	0.00	8,294.19
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
02/14/2025	APPKT01871	1-25IIDBestRd	PowerBill/Various Depts	00805 - Imperial Irrigation District		944.45		8,294.19	
101-551.000-730.200		Technical services			834.32	34.99	34.99	0.00	869.31
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance	
02/25/2025	APPKT01877	0220447	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		34.99		869.31	

Detail Report

Date Range: 02/08/2025 - 03/10/2025

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-740.120		Repair & Maintenance Facility	6,410.20	682.64	682.64	0.00	7,092.84
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/25/2025	APPKT01877	1356	Relocate power outlets	02328 - SD Electric and Hvacv/R Inc	455.00		6,865.20
02/25/2025	APPKT01877	I034151	DS Glass Installation	01841 - Valley Auto Glass Co	227.64		7,092.84
101-551.000-740.130		Repairs & Maintenance Equipment	257.21	79.25	79.25	0.00	336.46
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/11/2025	APPKT01863	35561701	Maintenance Equipment Usage/Sep 2024/L...	00299 - Canon Financial Services Inc	5.91		263.12
02/11/2025	APPKT01863	35562748	Copier Usg/Contract Chrg/City Hall/Library/S...	00299 - Canon Financial Services Inc	38.72		301.84
02/11/2025	APPKT01863	36217355	Copier Usg/Contract Chrg/City Hall/Library/...	00299 - Canon Financial Services Inc	34.62		336.46
101-551.000-740.200		Cleaning services	3,562.50	712.50	712.50	0.00	4,275.00
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/20/2025	POPKT01153	5077845	LIBRARY JANITORIAL SERVICES	01238 - Mylo Janitorial Inc	712.50		4,275.00
101-551.000-740.400		Rents & Leases	2,116.69	759.78	759.78	0.00	2,876.47
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/11/2025	APPKT01863	34869591	Contract Charge/Sep2024/Library	00299 - Canon Financial Services Inc	105.36		2,222.05
02/11/2025	APPKT01863	35561700	Contract Charge/Oct 2024/Library	00299 - Canon Financial Services Inc	105.36		2,327.41
02/11/2025	APPKT01863	35562748	Copier Usg/Contract Chrg/City Hall/Library/S...	00299 - Canon Financial Services Inc	204.79		2,532.20
02/11/2025	APPKT01863	36217355	Copier Usg/Contract Chrg/City Hall/Library/...	00299 - Canon Financial Services Inc	204.79		2,736.99
02/12/2025	APPKT01863	9689234 020125	Bulk Water/Cooler Rentals/Jan 2025	01601 - Sparkletts	12.98		2,749.97
03/04/2025	APPKT01887	3-25Storage	Storage Unit B209/March 2025	01311 - Packers Mini Storage	126.50		2,876.47
101-551.000-740.411		Software Subscription	7,845.60	1,695.75	1,695.75	0.00	9,541.35
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/28/2025	APPKT01882	1222025	Cousera/Software Subscription	01706 - U.S. Bank Corporate	1,695.75		9,541.35
101-551.000-750.200		Communications	1,107.13	42.33	42.33	0.00	1,149.46
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/20/2025	APPKT01871	6105359770	Cell Phone Services/Library/1/7/25 - 2/6/25	01738 - Verizon Wireless	42.33		1,149.46
101-551.000-750.400		Travel & Training	2,831.58	-110.97	343.95	454.92	2,720.61
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
02/20/2025	APPKT01871	2-24Travel	Orientation CA Library Literacy Services/Feb ...	02287 - Petra Ortega	343.95		3,175.53
02/28/2025	APPKT01882	1222025	SouthWest/Travel/M. Ortega Cancellation	01706 - U.S. Bank Corporate		454.92	2,720.61
Total Fund: 101 - General Fund:			231,165.94	30,003.68	30,458.60	454.92	261,169.62
Grand Totals:			231,165.94	30,003.68	30,458.60	454.92	261,169.62

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	231,165.94	30,003.68	30,458.60	454.92	261,169.62
Grand Total:	231,165.94	30,003.68	30,458.60	454.92	261,169.62