



**Library Board of Trustees  
Meeting Agenda  
Thursday, April 09, 2026, at 12:00 PM  
Brawley Public Library  
400 Main Street  
Brawley, California 92227**

*Diana Lohr*, President

*Judy Grant*, Secretary

*Cynthia Harvie*, Board Member

*Daniela Vega*, Board Member

*Petra Ortega*, Library Manager

*Perry J. Monita*, City Liaison

**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](mailto:Portega@brawley-ca.gov) or call 760-344-1891 any time before 10:00 am, April 09, 2026.

- 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 Minutes October 09, 2025, and March 12, 2026.

**Pgs. 4-6**

(2 attachments)

- b. Approve Accounts Payable: March 10, 2026 – April 06, 2026

**Pgs. 7-11**

(1 attachment)

**4. LIBRARIAN REPORT**

**5. BOARD MEMBER REPORTS**

**6. CITY LIAISON REPORT**

**7. ADJOURNMENT:** *Regular Meeting, Thursday, May 14, 2026, 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 October 9th, 2025**

The Library Board of Trustees of the City of Brawley met in regular session on October 9th 2025 in the library conference Room at 12:02 P.M. The Library Director attests to the posting of the Agenda pursuant to the California Government Code Section 54956.

Board Member Ortega called the meeting to order at 12:02 P.M.

**Roll Call:**

Present: Grant, Ortega, Ortega, Monita, Harvey, Excused: Lohr

**Approval of the Agenda:**

The Agenda was approved. m/s/c. Harvey/Grant

**Public Appearances:**

None

**Consent Agenda:** The Consent Agenda, including the October Minutes and the Accounts Payable, was approved. m/s/c. Ortega/Harvey.

**Librarian Report:**

\* Fund donation by Mrs. Grant has not been used to promote in the local newspaper until the student success card program has rolled out so parents and community can see that in the paper.

**Board member's reports:**

- Harvey- Talked about other libraries in the valley doing various activities and would like to see the same at the Brawley Public Library.
- Grant- Would like to see the communities see more information on events

**The City Liaison report:**

The lion center pool will be completed in the spring of 2026. City also signed MOU with chamber of commerce to assist with a 10,000 one time payment to cover insurance for events,

There was no further business. The next meeting will be on November 13th at 12:00 P.M. Ms. Ortega called the meeting at 12:44 P.M.

Respectfully submitted Itzajana Ortega, Board Member

**City of Brawley  
Library Board of Trustees  
Minutes March 12, 2026**

The Library Board of Trustees did not meet on March 12, 2026 due to the lack of a quorum. The next scheduled meeting is April 9, 2026 at 12:00 PM.

Respectfully submitted

Judy Grant, Clerk



City of Brawley

# Detail Report Account Detail

Date Range: 03/10/2026 - 04/06/2026

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<b>Fund: 101 - General Fund</b>						
<a href="#">101-551.000-700.100</a>	Permanent salaries	134,055.60	15,580.45	15,580.45	0.00	149,636.05
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		7,775.80	141,831.40
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		7,804.65	149,636.05
<a href="#">101-551.000-700.200</a>	Temporary salaries	33,765.21	4,130.40	4,130.40	0.00	37,895.61
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		2,065.20	35,830.41
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		2,065.20	37,895.61
<a href="#">101-551.000-700.300</a>	Overtime	397.28	0.00	0.00	0.00	397.28
<a href="#">101-551.000-700.900</a>	Moveup Pay	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-701.000</a>	Auto/Other Allowance	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-701.100</a>	Vacation Leave Buyback	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-701.410</a>	Longevity Bonus	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-710.100</a>	Health insurance	23,185.66	3,048.96	3,048.96	0.00	26,234.62
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		1,524.48	24,710.14
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		1,524.48	26,234.62
<a href="#">101-551.000-710.200</a>	F I C A	12,104.38	1,406.54	1,406.54	0.00	13,510.92
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		702.16	12,806.54
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		704.38	13,510.92
<a href="#">101-551.000-710.300</a>	P E R S	10,390.57	1,209.86	1,209.86	0.00	11,600.43
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		603.78	10,994.35
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		606.08	11,600.43
<a href="#">101-551.000-710.310</a>	PERS UAL	584.15	0.00	0.00	0.00	584.15
<a href="#">101-551.000-710.320</a>	Pension Obligation Debt Serv.	16,184.49	0.00	0.00	0.00	16,184.49
<a href="#">101-551.000-710.400</a>	Unemployment	4,996.00	0.00	0.00	0.00	4,996.00

**Detail Report**

**Date Range: 03/10/2026 - 04/06/2026**

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
<a href="#">101-551.000-710.500</a>	Workers' compensation	6,231.66	0.00	0.00	0.00	6,231.66	
<a href="#">101-551.000-710.600</a>	Tuition reimbursement	0.00	0.00	0.00	0.00	0.00	
<a href="#">101-551.000-720.100</a>	Office supplies	1,562.87	0.00	0.00	0.00	1,562.87	
<a href="#">101-551.000-720.200</a>	Books and subscriptions	16,258.99	0.00	0.00	0.00	16,258.99	
<a href="#">101-551.000-720.210</a>	Audiovisual materials/CD's	0.00	0.00	0.00	0.00	0.00	
<a href="#">101-551.000-720.220</a>	Library Programming	532.09	0.00	0.00	0.00	532.09	
<a href="#">101-551.000-720.221</a>	Library Programing- Grants	0.00	0.00	0.00	0.00	0.00	
<a href="#">101-551.000-720.500</a>	Electrical supplies	0.00	0.00	0.00	0.00	0.00	
<a href="#">101-551.000-720.700</a>	Construction materials	0.00	0.00	0.00	0.00	0.00	
<a href="#">101-551.000-720.800</a>	Janitorial supplies	126.17	0.00	0.00	0.00	126.17	
<a href="#">101-551.000-721.100</a>	Uniforms	0.00	0.00	0.00	0.00	0.00	
<a href="#">101-551.000-721.110</a>	Meeting Supplies	58.62	0.00	0.00	0.00	58.62	
<a href="#">101-551.000-721.200</a>	Other operating supplies	3,105.26	1.31	1.31	0.00	3,106.57	
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
03/18/2026	APPKT02357	06C8730277760	Bulk Water/Cooler Rental/Feb 2026	02715 - BlueTriton Brands Inc	1.31		3,106.57
<a href="#">101-551.000-721.900</a>			Small tools & minor equipment		0.00	0.00	2,168.26
<a href="#">101-551.000-725.200</a>			Electricity		479.02	0.00	5,736.84
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
03/25/2026	APPKT02370	2-26IIDBestRd	Power Bill/Various Depts	00805 - Imperial Irrigation District	479.02		5,736.84
<a href="#">101-551.000-730.100</a>			Professional services		0.00	0.00	0.00
<a href="#">101-551.000-730.200</a>			Technical services		84.99	0.00	784.89
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
03/25/2026	APPKT02370	0232490	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc	34.99		734.89
03/31/2026	APPKT02376	14360216 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc	50.00		784.89
<a href="#">101-551.000-740.100</a>			Repair & Maintenance Vehicles		0.00	0.00	0.00
<a href="#">101-551.000-740.120</a>			Repair & Maintenance Facility		524.09	0.00	1,538.05
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits</b>	<b>Running Balance</b>
03/25/2026	APPKT02370	9836703984	Connectfilter/Sensor Activation Kit	01766 - W.W. Grainger Inc	347.33		1,361.29
03/25/2026	APPKT02370	I035049	Glass Installation/Library	01841 - Valley Auto Glass Co	176.76		1,538.05

**Detail Report**

**Date Range: 03/10/2026 - 04/06/2026**

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-740.130</a>	Repairs & Maintenance Equipment	312.86	72.36	72.36	0.00	385.22
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/25/2026	APPKT02370	42834040	Maintenance Overage Feb 2026/Library	00299 - Canon Financial Services Inc	7.12	319.98
03/25/2026	APPKT02370	42834041	Main Overage/Contract Charge Mar/City Hal...	00299 - Canon Financial Services Inc	43.71	363.69
03/25/2026	APPKT02370	OM41097	Urinal Repair Kit	01025 - LaBrucherie Irrigation Supp LLC	21.53	385.22
<a href="#">101-551.000-740.200</a>	Cleaning services	5,239.50	748.50	748.50	0.00	5,988.00
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/11/2026	POPKT01572	5078734	Janitorial Service	01238 - Mylo Janitorial Inc	748.50	5,988.00
<a href="#">101-551.000-740.400</a>	Rents & Leases	2,902.45	325.14	325.14	0.00	3,227.59
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/18/2026	APPKT02357	06C8730277760	Bulk Water/Cooler Rental/Feb 2026	02715 - BlueTriton Brands Inc	14.99	2,917.44
03/25/2026	APPKT02370	42834038	Contract Charge March 2026	00299 - Canon Financial Services Inc	105.36	3,022.80
03/25/2026	APPKT02370	42834041	Main Overage/Contract Charge Mar/City Hal...	00299 - Canon Financial Services Inc	204.79	3,227.59
<a href="#">101-551.000-740.411</a>	Software Subscription	9,356.48	0.00	0.00	0.00	9,356.48
<a href="#">101-551.000-750.100</a>	Insurance	25,988.25	0.00	0.00	0.00	25,988.25
<a href="#">101-551.000-750.200</a>	Communications	367.48	38.98	38.98	0.00	406.46
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/25/2026	APPKT02370	6137849752	Cell Phone Services/2/7/26 - 3/6/26/Library	01738 - Verizon Wireless	38.98	406.46
<a href="#">101-551.000-750.210</a>	Postage	64.47	0.00	0.00	0.00	64.47
<a href="#">101-551.000-750.300</a>	Advertising & promotion	425.02	0.00	0.00	0.00	425.02
<a href="#">101-551.000-750.400</a>	Travel & Training	5,119.60	0.00	0.00	0.00	5,119.60
<a href="#">101-551.000-750.600</a>	Contributions,Memberships,Dues	3,077.91	0.00	0.00	0.00	3,077.91
<a href="#">101-551.000-750.650</a>	Taxes, Fees, and Penalties	165.09	0.00	0.00	0.00	165.09
<a href="#">101-551.000-760.100</a>	Interest	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-760.200</a>	Principal	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-760.500</a>	Principal - SBITA Lease	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-760.600</a>	Interest- SBITA Lease	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-800.200</a>	Buildings	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-800.300</a>	Improvements othen than buildings	36,216.00	0.00	0.00	0.00	36,216.00
<a href="#">101-551.000-800.400</a>	Equipment	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.000-800.600</a>	Office furniture	1,910.93	0.00	0.00	0.00	1,910.93

**Detail Report**

**Date Range: 03/10/2026 - 04/06/2026**

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-800.700</a>	Software Subscription	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.100-700.100</a>	Permanent salaries	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.100-710.500</a>	Workers' compensation	1,012.26	0.00	0.00	0.00	1,012.26
<a href="#">101-551.200-700.100</a>	Permanent Salaries	29,230.22	3,414.67	3,414.67	0.00	32,644.89
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		1,707.33	30,937.55
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		1,707.34	32,644.89
<a href="#">101-551.200-700.300</a>	Overtime	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.200-710.100</a>	Health Insurance	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.200-710.200</a>	F I C A	2,258.22	261.23	261.23	0.00	2,519.45
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		130.61	2,388.83
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		130.62	2,519.45
<a href="#">101-551.200-710.300</a>	P E R S	2,209.94	258.86	258.86	0.00	2,468.80
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Description</b>	<b>Vendor</b>	<b>Debits</b>	<b>Credits Running Balance</b>
03/20/2026	PYPKT03166	PYPKT03166 - FY25-2...	PYPKT03166 - FY25-26 PY 03/20/2026 CITY - ...		129.43	2,339.37
04/03/2026	PYPKT03180	PYPKT03180 - FY25-2...	PYPKT03180 - FY25-26 PY 04/03/2026 CITY - ...		129.43	2,468.80
<a href="#">101-551.200-710.310</a>	PERS UAL	127.33	0.00	0.00	0.00	127.33
<a href="#">101-551.200-710.320</a>	Pension Obligation Debt Serv.	3,579.09	0.00	0.00	0.00	3,579.09
<a href="#">101-551.200-710.400</a>	Unemployment	0.00	0.00	0.00	0.00	0.00
<a href="#">101-551.200-710.500</a>	Workers' compensation	0.00	0.00	0.00	0.00	0.00
<b>Total Fund: 101 - General Fund:</b>		<b>402,242.04</b>	<b>31,585.36</b>	<b>31,585.36</b>	<b>0.00</b>	<b>433,827.40</b>
<b>Grand Totals:</b>		<b>402,242.04</b>	<b>31,585.36</b>	<b>31,585.36</b>	<b>0.00</b>	<b>433,827.40</b>

# Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	402,242.04	31,585.36	31,585.36	0.00	433,827.40
<b>Grand Total:</b>	<b>402,242.04</b>	<b>31,585.36</b>	<b>31,585.36</b>	<b>0.00</b>	<b>433,827.40</b>