



Library Board of Trustees

Meeting Agenda

Thursday, July 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, July 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 Minutes May 08, 2025, and June 12, 2025

Pgs. 4-6

(2 attachments)

- b. Approve Accounts Payable: June 10, 2025 – July 03, 2025

Pgs. 7-9

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Thursday, August 14, 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 May 8, 2025**

The Library Board of Trustees of the City of Brawley met in regular session on May 8, 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 12:01 P.M.

Roll Call:

Present: Grant, Harvie, Lohr, Lorenzen, Pendley, Ortega, Monita. Asst City Manager Fried was also in attendance

1. Approval of the Agenda

___The Agenda was approved. m/s/c. Lorenzen/Pendley

2. Public Appearances

Debbie Fargo questioned if Zipbooks are still available? They are until the state grant expires. She also questioned the library's hours and wanted more ebooks available on Libby

3. Consent Agenda.

The Consent Agenda which includes the 4/10/2025 Minutes and Accounts Payable 4/01/25-5/06/25 was approved with one question; Board member Lorenzen asked why we're still paying rent for a storage unit. Director Ortega said the old doors were in it. The Board had previously recommended to get rid of the doors They are being dumped m/s/c. Lorenzen/Pendley.

4. Librarian's Report

- * The Main Branch continues to have more visitors than the Branch
- *. The City has established a Flex Time policy for full time employees and the hours for Friday and Saturday will change.
Friday 9-12
Saturday 9-1
- *The indoor camera upgrade has been completed. There is now full coverage monitoring the library interior
- * Replacing the light fixtures should be completed by the third week in

May

- * Nicklaus Engineering has begun the HVAC/Window Replacement project.
- * There is a job opening for a Literacy Assistant
- * Summer reading will begin the end of June
The theme will be Level Up from DUNGEONS and Dragons
- * Questions were answered about what type of donations the Library can accept

5. **Board Member Reports**

Lohr: Recommended **The Eyes of the Impossible** by Dave Eggers for the collection

Grant: Gave the library a copy of Trisha Flemming's new book and said the author would be willing to come and read it during a story time. She also asked when notices of Library activities would begin to appear in The Desert Review. She said she would miss the June meeting

Harvie: She had some questions about the level of the learners in the Adult Literacy class. She also asked for clarification about the Auschwitz art activity for Holocaust Remembrance Day. She suggested that the Board members could be emailed a copy of the monthly calendar each month.

6. **City Liaison Report**

Councilman Monita brought the Board up to date on different city projects. He did say progress is being made with the pool

7. **Assistant City Manager**

Mr Fried will be the department head for the Library. Welcome

There was no further business The next meeting will be June12, 2025 at 12:00 P.M.

The meeting was adjourned at 1:10 P.M.

Respectfully submitted

Judy Grant, Recording Secretary

City of Brawley
Library Board of Trustees
Minutes June 12, 2025

The Library Board of Trustees of the City of Brawley met in regular session on June 12, 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 Section 54956.

Board member Lohr called the meeting to order at 12:00 P.M.

Roll Call:

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

Approval of the Agenda:

The agenda was approved. m/s/c. Lorenzen / Pendley

Public Appearances:

None

Consent Agenda:

The Accounts payable, was approved. m/s/c. Lornezen / Pendley
Minutes from May will be approved at the following meeting.

Librarian Report:

- * The lighting project has been completed
- * Zip books grant for this cycle has been submitted for \$4,000
- * Exploring the possibility of splitting programs to offer teen activities at Del Rio

Board member's reports:

None

City Liaison report:

None

Meeting was adjourned at 12:25 p.m.

Respectfully submitted Leah Pendley, Board Member



City of Brawley

Detail Report Account Detail

Date Range: 06/10/2025 - 07/03/2025

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund								
101-551.000-700.100		Permanent salaries		178,317.62	16,722.61	16,722.61	0.00	195,040.23
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/13/2025	PYPKT02645	PYPKT02645 - FY 24-...	PYPKT02645 - FY 24-25 PY 06.13.2025 - Pay ...			9,171.92		187,489.54
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			7,550.69		195,040.23
101-551.000-700.200		Temporary salaries		46,577.06	3,554.13	3,554.13	0.00	50,131.19
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/13/2025	PYPKT02645	PYPKT02645 - FY 24-...	PYPKT02645 - FY 24-25 PY 06.13.2025 - Pay ...			1,386.07		47,963.13
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			2,168.06		50,131.19
101-551.000-700.300		Overtime		175.60	35.63	35.63	0.00	211.23
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/13/2025	PYPKT02645	PYPKT02645 - FY 24-...	PYPKT02645 - FY 24-25 PY 06.13.2025 - Pay ...			35.63		211.23
101-551.000-700.900		Moveup Pay		0.00	233.58	233.58	0.00	233.58
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/13/2025	PYPKT02645	PYPKT02645 - FY 24-...	PYPKT02645 - FY 24-25 PY 06.13.2025 - Pay ...			136.93		136.93
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			96.65		233.58
101-551.000-701.100		Vacation Leave Buyback		0.00	2,560.95	2,560.95	0.00	2,560.95
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
07/03/2025	PYPKT02674	PYPKT02674 - FY 24-...	PYPKT02674 - FY 24-25 PY 04-04-25 Vacation...			2,560.95		2,560.95
101-551.000-710.100		Health insurance		27,802.74	2,757.00	2,757.00	0.00	30,559.74
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/13/2025	PYPKT02645	PYPKT02645 - FY 24-...	PYPKT02645 - FY 24-25 PY 06.13.2025 - Pay ...			1,378.50		29,181.24
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			1,378.50		30,559.74
101-551.000-710.200		F I C A		16,342.51	1,670.60	1,670.60	0.00	18,013.11
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/13/2025	PYPKT02645	PYPKT02645 - FY 24-...	PYPKT02645 - FY 24-25 PY 06.13.2025 - Pay ...			775.39		17,117.90
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			699.29		17,817.19
07/03/2025	PYPKT02674	PYPKT02674 - FY 24-...	PYPKT02674 - FY 24-25 PY 04-04-25 Vacation...			195.92		18,013.11
101-551.000-710.300		P E R S		13,954.90	1,272.72	1,272.72	0.00	15,227.62
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/13/2025	PYPKT02645	PYPKT02645 - FY 24-...	PYPKT02645 - FY 24-25 PY 06.13.2025 - Pay ...			699.09		14,653.99
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			573.63		15,227.62

Detail Report

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-720.200		Books and subscriptions		20,210.73	207.65	207.65	0.00	20,418.38
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/24/2025	APPKT02007	5-25Subscription2	1 Year Subscription to IV Press/Acct 232504	00823 - Imperial Valley Press		207.65		20,418.38
101-551.000-721.200		Other operating supplies		2,880.01	51.95	51.95	0.00	2,931.96
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/24/2025	APPKT02007	5285 5365 3238 8890...	Table Cover/Skewers/Soap/Pipe cleaner/Var...	01768 - Wal-Mart Stores Inc #01-1555		51.95		2,931.96
101-551.000-725.200		Electricity		19,903.11	900.38	900.38	0.00	20,803.49
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/20/2025	APPKT02007	5-25IIDBestRoad	Power Bill/Various Depts	00805 - Imperial Irrigation District		900.38		20,803.49
101-551.000-740.120		Repair & Maintenance Facility		8,951.51	130.00	130.00	0.00	9,081.51
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/30/2025	APPKT02011	218161	Cloyed Drainage Service/Library	01488 - Roto Rooter		130.00		9,081.51
101-551.000-740.400		Rents & Leases		4,845.66	126.50	126.50	0.00	4,972.16
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
07/01/2025	APPKT02020	7-25Storage	Storage Unit B209/July 2025	01311 - Packers Mini Storage		126.50		4,972.16
101-551.200-700.100		Permanent Salaries		4,977.99	1,594.13	1,594.13	0.00	6,572.12
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			1,594.13		6,572.12
101-551.200-710.200		F I C A		355.83	128.05	128.05	0.00	483.88
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			128.05		483.88
101-551.200-710.300		P E R S		359.90	125.46	125.46	0.00	485.36
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
06/27/2025	PYPKT02659	PYPKT02659 - FY 24-...	PYPKT02659 - FY 24-25 PY 06/27/2025 City o...			125.46		485.36
Total Fund: 101 - General Fund:				345,655.17	32,071.34	32,071.34	0.00	377,726.51
Grand Totals:				345,655.17	32,071.34	32,071.34	0.00	377,726.51

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	345,655.17	32,071.34	32,071.34	0.00	377,726.51
Grand Total:	345,655.17	32,071.34	32,071.34	0.00	377,726.51