



**Library Board of Trustees**

**Meeting Agenda**

**Thursday, March 12, 2026, 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

***Itzajana Ortega***, Board Member

***Daniela Vega***, 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](mailto:Portega@brawley-ca.gov) or call 760-344-1891 any time before 10:00 am, March 12, 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 February 12, 2026

**Pgs. 4-5**

(1 attachment)

- b. Approve Accounts Payable: February 10, 2026 – March 09, 2026

**Pgs. 6-9**

(1 attachment)

**4. LIBRARIAN REPORT**

**5. BOARD MEMBER REPORTS**

**6. CITY LIAISON REPORT**

**7. ADJOURNMENT:** *Regular Meeting, Thursday, April 09, 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 February 12, 2026**

The Library Board of Trustees of the City of Brawley met in regular session on February 12, 2026 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 12:05 P.M.

**Roll Call:**

Present: Grant, Harvie, Lohr, P. Ortega, Monita, Grass

Absent: Vega

\*Itzajana Ortega had to resign her spot on the board and there is a vacancy to be filled

**1. Approval of the Agenda:**

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

**2. Public Appearance/Comments:**

People still ask about book sales and if they will ever return. There will be a community book sale April 18th. Judy Grant will contact the high school to see about getting some help from students needing community service hours.

**3. Consent Agenda:**

The Consent Agenda including the January Minutes and Accounts Payable was approved. m/s/p. Harvie/Grant

**4 Librarian Report:**

\* The Branch continues to have very few visitors. Funding for Kids on the Spectrum was cut and that has hurt usage of the Branch. Some ideas were discussed as how to improve usage.

\* Our library has applied for a Dollar General Literacy Foundation Summer Reading Grant. Award recipients will be announced May 8, 2026

\* The design for the window replacement project has been completed. It will be put out for a bid and we should know in March who will be doing the work.

\* Summer reading theme will focus on planting seeds and growing food.  
Possible presenters and donors are being consulted.

**5. Board Members Reports:**

The chairs in storage can go to Congregation Beth Jacob once they complete a form with the city.

**6. City Liaison Report:**

Council man John Grass said he enjoyed the meeting.

Councilman Monita brought us up to date on pool repairs, streets, and the proposed data center.

**7. Adjournment:**

There was no further business to discuss. The next regular meeting will be March 12, 2026 at 12:00 P.M.

The meeting was adjourned at 1:05 P.M.

Respectfully submitted

Judy Grant, Recording Secretary



City of Brawley

# Detail Report Account Detail

Date Range: 02/10/2026 - 03/09/2026

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<b>Fund: 101 - General Fund</b>						
<u>101-551.000-700.100</u>						
	Permanent salaries	118,424.69	15,630.91	15,630.91	0.00	134,055.60
<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>
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...		7,805.51	126,230.20
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...		7,825.40	134,055.60
<u>101-551.000-700.200</u>						
	Temporary salaries	29,634.80	4,130.41	4,130.41	0.00	33,765.21
<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>
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...		2,065.20	31,700.00
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...		2,065.21	33,765.21
<u>101-551.000-700.300</u>						
	Overtime	387.55	9.73	9.73	0.00	397.28
<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>
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...		9.73	397.28
<u>101-551.000-710.100</u>						
	Health insurance	20,136.70	3,048.96	3,048.96	0.00	23,185.66
<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>
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...		1,524.48	21,661.18
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...		1,524.48	23,185.66
<u>101-551.000-710.200</u>						
	F I C A	10,693.25	1,411.13	1,411.13	0.00	12,104.38
<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>
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...		705.17	11,398.42
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...		705.96	12,104.38
<u>101-551.000-710.300</u>						
	P E R S	9,178.91	1,211.66	1,211.66	0.00	10,390.57
<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>
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...		606.15	9,785.06
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...		605.51	10,390.57
<u>101-551.000-710.400</u>						
	Unemployment	3,765.00	1,231.00	1,231.00	0.00	4,996.00
<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>
02/24/2026	APPKT02339	INV0007826	Unemployment Ins. Benefits Charge/Oct - D...	00571 - Employment Development Dept	1,231.00	4,996.00
<u>101-551.000-720.200</u>						
	Books and subscriptions	8,604.29	7,263.26	7,263.26	0.00	15,867.55
<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>
02/18/2026	APPKT02328	67566599	Books/Reading Materials	01547 - Scholastic Inc	4,417.21	13,021.50
02/18/2026	APPKT02328	67698277	Books/Reading Materials	01547 - Scholastic Inc	2,264.18	15,285.68
02/18/2026	APPKT02328	CAL3547771	Cultures of the World Group 12	00322 - Cavendish Square	202.33	15,488.01

**Detail Report**

**Date Range: 02/10/2026 - 03/09/2026**

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
<a href="#">101-551.000-720.200</a>		Books and subscriptions - Continued		8,604.29	7,263.26	7,263.26	0.00	15,867.55
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
03/02/2026	APPKT02342	ARI0012179	Book Set	02762 - World Book, Inc.		379.54		15,867.55
<a href="#">101-551.000-721.200</a>		Other operating supplies		2,793.88	199.32	199.32	0.00	2,993.20
02/25/2026	APPKT02339	06B8730277760	Bulk Walker/Cooler Rental/Jan 2026	02715 - BlueTriton Brands Inc		199.32		2,993.20
<a href="#">101-551.000-725.200</a>		Electricity		4,755.97	501.85	501.85	0.00	5,257.82
02/18/2026	APPKT02328	1-26IIDBestRd	Power Bill/Various Depts	00805 - Imperial Irrigation District		501.85		5,257.82
<a href="#">101-551.000-730.200</a>		Technical services		614.91	84.99	84.99	0.00	699.90
02/23/2026	APPKT02339	0231578	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		34.99		649.90
03/02/2026	APPKT02342	14359398 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc		50.00		699.90
<a href="#">101-551.000-740.130</a>		Repairs & Maintenance Equipment		278.05	34.81	34.81	0.00	312.86
02/23/2026	APPKT02339	42650868	Maintenance Overage/Jan 2026/	00299 - Canon Financial Services Inc		5.33		283.38
02/23/2026	APPKT02339	42650869	Main Overage/Contract Charge Feb/City Hall...	00299 - Canon Financial Services Inc		29.48		312.86
<a href="#">101-551.000-740.200</a>		Cleaning services		4,491.00	748.50	748.50	0.00	5,239.50
02/11/2026	POPKT01554	5078667	Janitorial Service	01238 - Mylo Janitorial Inc		748.50		5,239.50
<a href="#">101-551.000-740.400</a>		Rents & Leases		2,577.31	325.14	325.14	0.00	2,902.45
02/23/2026	APPKT02339	42650866	Contract Charge/Feb 2026/Library	00299 - Canon Financial Services Inc		105.36		2,682.67
02/23/2026	APPKT02339	42650869	Main Overage/Contract Charge Feb/City Hall...	00299 - Canon Financial Services Inc		204.79		2,887.46
02/25/2026	APPKT02339	06B8730277760	Bulk Walker/Cooler Rental/Jan 2026	02715 - BlueTriton Brands Inc		14.99		2,902.45
<a href="#">101-551.000-750.200</a>		Communications		328.50	38.98	38.98	0.00	367.48
03/02/2026	APPKT02342	6135336502	Cell Phone Services/Library/1/7/26 - 2/6-26	01738 - Verizon Wireless		38.98		367.48
<a href="#">101-551.200-700.100</a>		Permanent Salaries		25,795.21	3,435.01	3,435.01	0.00	29,230.22
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...			1,707.34		27,502.55
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...			1,727.67		29,230.22
<a href="#">101-551.200-710.200</a>		F I C A		1,995.43	262.79	262.79	0.00	2,258.22
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...			130.62		2,126.05
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...			132.17		2,258.22

**Detail Report**

Date Range: 02/10/2026 - 03/09/2026

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
<a href="#">101-551.200-710.300</a>	P E R S	1,951.08	258.86	258.86	0.00	2,209.94	
<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>
02/20/2026	PYPKT03129	PYPKT03129 - FY25-2...	PYPKT03129 - FY25-26 PY 02/20/2026 CITY - ...		129.43		2,080.51
03/06/2026	PYPKT03151	PYPKT03151 - FY25-2...	PYPKT03151 - FY25-26 PY 03/06/26 CITY - Pa...		129.43		2,209.94
<b>Total Fund: 101 - General Fund:</b>		<b>246,406.53</b>	<b>39,827.31</b>	<b>39,827.31</b>	<b>0.00</b>	<b>286,233.84</b>	
<b>Grand Totals:</b>		<b>246,406.53</b>	<b>39,827.31</b>	<b>39,827.31</b>	<b>0.00</b>	<b>286,233.84</b>	

# Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	246,406.53	39,827.31	39,827.31	0.00	286,233.84
<b>Grand Total:</b>	<b>246,406.53</b>	<b>39,827.31</b>	<b>39,827.31</b>	<b>0.00</b>	<b>286,233.84</b>