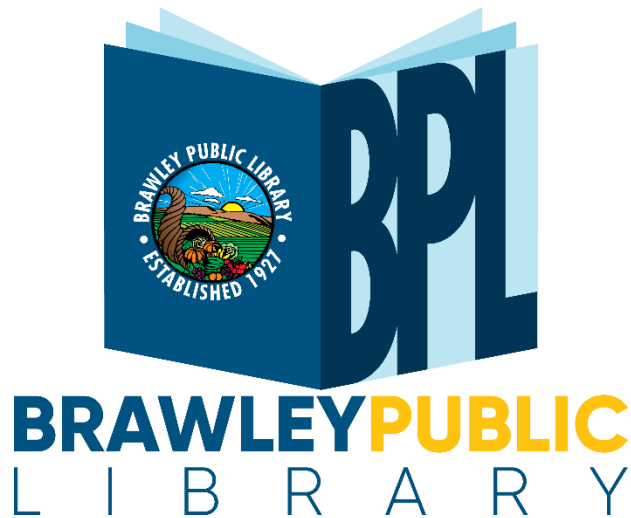




Library Board of Trustees

Meeting Agenda

Thursday, November 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

Itzajana Ortega, Board Member

Vacant, 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, November 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 Accounts Payable: October 04, 2025 – November 10, 2025

Pgs. 4-7

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Thursday, December 11, 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: 10/04/2025 - 11/10/2025

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund								
101-551.000-700.100		Permanent salaries		48,496.36	15,437.48	15,437.48	0.00	63,933.84
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..			7,721.78		56,218.14
10/31/2025	PYPKT02934	PYPKT02934 - FY25-2...	PYPKT02934 - FY25-26 PY 10/31/25 CITY - Pa...			7,715.70		63,933.84
101-551.000-700.200		Temporary salaries		12,587.61	4,034.07	4,034.07	0.00	16,621.68
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..			1,977.73		14,565.34
10/31/2025	PYPKT02934	PYPKT02934 - FY25-2...	PYPKT02934 - FY25-26 PY 10/31/25 CITY - Pa...			2,056.34		16,621.68
101-551.000-710.100		Health insurance		8,670.76	1,378.50	1,378.50	0.00	10,049.26
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..			1,378.50		10,049.26
101-551.000-710.200		F I C A		4,416.14	1,447.05	1,447.05	0.00	5,863.19
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..			699.50		5,115.64
10/31/2025	PYPKT02934	PYPKT02934 - FY25-2...	PYPKT02934 - FY25-26 PY 10/31/25 CITY - Pa...			747.55		5,863.19
101-551.000-710.300		P E R S		3,766.75	1,198.36	1,198.36	0.00	4,965.11
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..			599.18		4,365.93
10/31/2025	PYPKT02934	PYPKT02934 - FY25-2...	PYPKT02934 - FY25-26 PY 10/31/25 CITY - Pa...			599.18		4,965.11
101-551.000-721.200		Other operating supplies		1,669.27	313.08	313.08	0.00	1,982.35
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/08/2025	APPKT02177	05I8730277760	Bulk Water/Cooler Rental/Aug 2025	02715 - Primo Brands		36.86		1,706.13
10/15/2025	APPKT02182	05J8730277760	Bulk Water/Cooler Rental/Sep 2025	02715 - Primo Brands		1.14		1,707.27
10/23/2025	POPKT01453	INV0007053	COSTCO/PO Request/Library	00397 - Costco Wholesale #121		275.08		1,982.35
101-551.000-725.200		Electricity		2,191.40	977.51	977.51	0.00	3,168.91
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/22/2025	APPKT02189	9-25IIDBestRd	Power Bill/Various Depts	00805 - Imperial Irrigation District		977.51		3,168.91
101-551.000-730.200		Technical services		274.95	50.00	50.00	0.00	324.95
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/28/2025	APPKT02205	14355367 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc		50.00		324.95

Detail Report

Date Range: 10/04/2025 - 11/10/2025

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-740.120		Repair & Maintenance Facility	0.00	171.50	171.50	0.00	171.50
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/28/2025	APPKT02205	2497	Window Repair/Library	01363 - Professional Glass Installers	171.50		171.50
101-551.000-740.130		Repairs & Maintenance Equipment	131.84	46.60	46.60	0.00	178.44
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/28/2025	APPKT02205	41962921	Maintenance Overage/Sep 2025/Library	00299 - Canon Financial Services Inc	3.43		135.27
10/28/2025	APPKT02205	41962922	Copier Usg/Contract Chrg/City Hall/Library/S...	00299 - Canon Financial Services Inc	43.17		178.44
101-551.000-740.200		Cleaning services	0.00	2,245.50	2,245.50	0.00	2,245.50
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/09/2025	POPKT01426	5078256	Janitorial Service	01238 - Mylo Janitorial Inc	748.50		748.50
10/09/2025	POPKT01426	5078364	Janitorial Service	01238 - Mylo Janitorial Inc	748.50		1,497.00
10/23/2025	POPKT01453	5078410	Janitorial Service	01238 - Mylo Janitorial Inc	748.50		2,245.50
101-551.000-740.400		Rents & Leases	1,322.93	589.11	589.11	0.00	1,912.04
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/08/2025	APPKT02177	05I8730277760	Bulk Water/Cooler Rental/Aug 2025	02715 - Primo Brands	12.98		1,335.91
10/15/2025	APPKT02182	05I8730277760	Bulk Water/Cooler Rental/Sep 2025	02715 - Primo Brands	12.98		1,348.89
10/20/2025	GLPKT15843	JN04754	FY25-26 To reclass Expense from Dept 151 to..		126.50		1,475.39
10/27/2025	APPKT02205	11-25Storage	Storage Unit B29/November 2025	01311 - Packers Mini Storage	126.50		1,601.89
10/28/2025	APPKT02205	41962919	Contract Charge/Oct 2025/Library	00299 - Canon Financial Services Inc	105.36		1,707.25
10/28/2025	APPKT02205	41962922	Copier Usg/Contract Chrg/City Hall/Library/S...	00299 - Canon Financial Services Inc	204.79		1,912.04
101-551.000-750.200		Communications	172.49	39.01	39.01	0.00	211.50
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/22/2025	APPKT02189	6125318551	Cell Phone Services/Library/9/7/25 - 10/6/25	01738 - Verizon Wireless	39.01		211.50
101-551.000-750.400		Travel & Training	1,664.62	814.25	814.25	0.00	2,478.87
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/15/2025	APPKT02182	10-25Travel	Travel Adv/CA Library Association 2025/Oct ...	02287 - Petra Ortega	441.55		2,106.17
10/15/2025	APPKT02182	10-25Travel	Travel Adv/CA Library Association 2025/Oct ...	02779 - Daniel Valdez	372.70		2,478.87
101-551.000-750.650		Taxes, Fees, and Penalties	132.09	10.00	10.00	0.00	142.09
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
11/04/2025	APPKT02213	9-25Sales Tax	Q3 Sales & Use Tax Return/Period/7/1/25 - 9...	00277 - California Department of Tax & Fee Administration	10.00		142.09
101-551.200-700.100		Permanent Salaries	10,576.55	3,333.36	3,333.36	0.00	13,909.91
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..		1,707.34		12,283.89
10/31/2025	PYPKT02934	PYPKT02934 - FY25-2...	PYPKT02934 - FY25-26 PY 10/31/25 CITY - Pa...		1,626.02		13,909.91
101-551.200-710.200		F I C A	831.17	255.01	255.01	0.00	1,086.18
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..		130.62		961.79
10/31/2025	PYPKT02934	PYPKT02934 - FY25-2...	PYPKT02934 - FY25-26 PY 10/31/25 CITY - Pa...		124.39		1,086.18

Detail Report

					Date Range: 10/04/2025 - 11/10/2025				
Account		Name			Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.200-710.300		P E R S			799.55	252.39	252.39	0.00	1,051.94
Post Date	Packet Number	Source Transaction	Description	Vendor			Debits	Credits	Running Balance
10/17/2025	PYPKT02921	PYPKT02921 - FY25-2...	PYPKT02921 - FY25-26 PY10/17/25 CITY - Pay..				129.43		928.98
10/31/2025	PYPKT02934	PYPKT02934 - FY25-2...	PYPKT02934 - FY25-26 PY 10/31/25 CITY - Pa...				122.96		1,051.94
Total Fund: 101 - General Fund:					97,704.48	32,592.78	32,592.78	0.00	130,297.26
Grand Totals:					97,704.48	32,592.78	32,592.78	0.00	130,297.26

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	97,704.48	32,592.78	32,592.78	0.00	130,297.26
Grand Total:	97,704.48	32,592.78	32,592.78	0.00	130,297.26