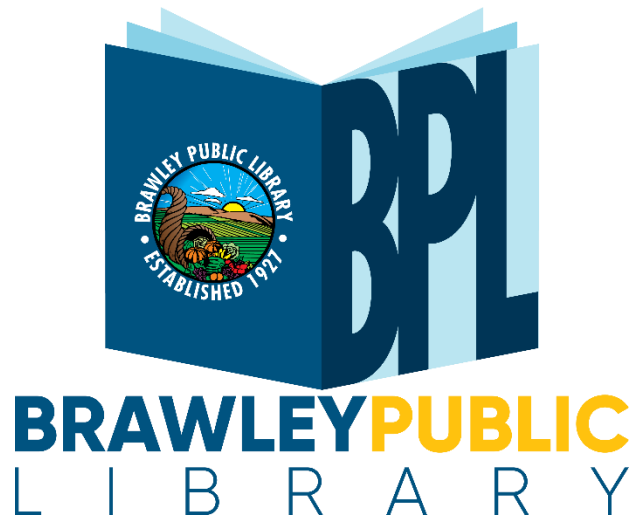




Library Board of Trustees

Meeting Agenda

Thursday, October 09, 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, October 09, 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: September 06, 2025 – October 03, 2025

Pgs. 4-7

(1 attachment)

4. LIBRARIAN REPORT

5. BOARD MEMBER REPORTS

6. CITY LIAISON REPORT

7. ADJOURNMENT: *Regular Meeting, Thursday, November 13, 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: 09/06/2025 - 10/03/2025

Account		Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 101 - General Fund							
101-551.000-700.100		Permanent salaries	32,995.06	15,501.30	15,501.30	0.00	48,496.36
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..		7,756.71		40,751.77
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..		7,744.59		48,496.36
101-551.000-700.200							
		Temporary salaries	8,677.66	3,909.95	3,909.95	0.00	12,587.61
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..		1,919.81		10,597.47
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..		1,990.14		12,587.61
101-551.000-700.300							
		Overtime	131.45	256.10	256.10	0.00	387.55
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..		256.10		387.55
101-551.000-710.100							
		Health insurance	5,913.76	2,757.00	2,757.00	0.00	8,670.76
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..		1,378.50		7,292.26
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..		1,378.50		8,670.76
101-551.000-710.200							
		F I C A	3,022.18	1,393.96	1,393.96	0.00	4,416.14
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..		694.75		3,716.93
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..		699.21		4,416.14
101-551.000-710.300							
		P E R S	2,567.82	1,198.93	1,198.93	0.00	3,766.75
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..		599.18		3,167.00
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..		599.75		3,766.75
101-551.000-720.100							
		Office supplies	500.60	164.71	164.71	0.00	665.31
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/01/2025	APPKT02168	7703933	Labels/Desk Calendar	00479 - Demco Inc	164.71		665.31
101-551.000-720.800							
		Janitorial supplies	17.26	23.40	23.40	0.00	40.66
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
10/01/2025	APPKT02168	6394 3883 3507 7956...	Sink Stainer/Scribbling Pads/Air Freshener/V...	01768 - Wal-Mart Stores Inc #01-1555	23.40		40.66

Detail Report

Date Range: 09/06/2025 - 10/03/2025

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-721.200		Other operating supplies		1,175.99	18.34	18.34	0.00	1,194.33
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
10/01/2025	APPKT02168	6394 3883 3507 7956...	Sink Stainer/Scribbling Pads/Air Freshener/V...	01768 - Wal-Mart Stores Inc #01-1555		18.34		1,194.33
101-551.000-725.200		Electricity		1,086.54	1,104.86	1,104.86	0.00	2,191.40
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/17/2025	APPKT02148	8-25IIDBestRd	Power Bill/Various Depts	00805 - Imperial Irrigation District		1,104.86		2,191.40
101-551.000-730.200		Technical services		84.99	189.96	189.96	0.00	274.95
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/09/2025	APPKT02142	0223213	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		34.99		119.98
09/09/2025	APPKT02142	0224143	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		34.99		154.97
09/09/2025	APPKT02142	0226016	Monitorin Electronic Security System/Library	00861 - Jade Security Systems Inc		34.99		189.96
10/01/2025	APPKT02168	0226910	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		34.99		224.95
10/01/2025	APPKT02168	14354328 MT	Monthly Pest Control/Library	01732 - Valley Pest Services Inc		50.00		274.95
101-551.000-740.130		Repairs & Maintenance Equipment		0.00	131.84	131.84	0.00	131.84
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/11/2025	APPKT02148	41460018	Copier Usg/Contract Chrg/CityHall/Library/J...	00299 - Canon Financial Services Inc		55.35		55.35
09/11/2025	APPKT02148	41627995	Maintenance Equiptment Usage/Library/July ...	00299 - Canon Financial Services Inc		3.37		58.72
09/11/2025	APPKT02148	41627996	Copier Usg/Contract Chrg/City Hall/Library/J...	00299 - Canon Financial Services Inc		30.06		88.78
09/24/2025	APPKT02163	41790787	Maintenance Equiptment Usage/Library/Aug...	00299 - Canon Financial Services Inc		2.19		90.97
09/24/2025	APPKT02163	41790788	Copier Usg/Contract Chrg/City Hall/Library/...	00299 - Canon Financial Services Inc		35.39		126.36
10/01/2025	APPKT02168	41460017	Maintenance Equiptment Usage/Library/Jun...	00299 - Canon Financial Services Inc		5.48		131.84
101-551.000-740.400		Rents & Leases		497.84	825.09	825.09	0.00	1,322.93
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/11/2025	APPKT02148	41460015	Contract Charge/Library/July 2025	00299 - Canon Financial Services Inc		105.36		603.20
09/11/2025	APPKT02148	41460018	Copier Usg/Contract Chrg/CityHall/Library/J...	00299 - Canon Financial Services Inc		204.79		807.99
09/11/2025	APPKT02148	41627996	Copier Usg/Contract Chrg/City Hall/Library/J...	00299 - Canon Financial Services Inc		204.79		1,012.78
09/24/2025	APPKT02163	41790785	Contract Charge/Library/Sep 2025	00299 - Canon Financial Services Inc		105.36		1,118.14
09/24/2025	APPKT02163	41790788	Copier Usg/Contract Chrg/City Hall/Library/...	00299 - Canon Financial Services Inc		204.79		1,322.93
101-551.000-740.411		Software Subscription		3,217.00	1,673.36	1,673.36	0.00	4,890.36
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/16/2025	APPKT02148	10356	Comics Plus-Public Library/10/1/25 - 9/30/2...	02766 - LibraryPass, Inc.		1,200.86		4,417.86
10/01/2025	APPKT02168	8740	Northstar Digital Literacy Subscription/2025-...	02599 - Califa Group		472.50		4,890.36
101-551.000-750.200		Communications		80.99	91.50	91.50	0.00	172.49
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/24/2025	APPKT02163	6122834908	Cell Phone Services/Library/8/7/25 - 9/6/25	01738 - Verizon Wireless		91.50		172.49
101-551.000-750.400		Travel & Training		484.22	490.40	490.40	0.00	974.62
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/10/2025	APPKT02142	9-25Travel	Travel Adv/Reforma Conference 2025/Sep 1...	02779 - Daniel Valdez		490.40		974.62

Detail Report

Account		Name		Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101-551.000-750.600		Contributions,Memberships,Dues		1,902.00	329.91	329.91	0.00	2,231.91
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/09/2025	APPKT02142	504462301	MPLC License/10/1/25 - 9/30/26	01230 - Motion Picture Licensing Corp		329.91		2,231.91
101-551.000-750.650		Taxes, Fees, and Penalties		0.00	132.09	132.09	0.00	132.09
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/09/2025	APPKT02142	0223213	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		3.00		3.00
09/09/2025	APPKT02142	0224143	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		3.00		6.00
09/09/2025	APPKT02142	0226016	Monitorin Electronic Security System/Library	00861 - Jade Security Systems Inc		3.00		9.00
09/16/2025	APPKT02148	10356	Comics Plus-Public Library/10/1/25 - 9/30/2...	02766 - LibraryPass, Inc.		120.09		129.09
10/01/2025	APPKT02168	0226910	Monitoring Electronic Security System/Libra...	00861 - Jade Security Systems Inc		3.00		132.09
101-551.200-700.100		Permanent Salaries		7,304.16	3,272.39	3,272.39	0.00	10,576.55
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..			1,727.66		9,031.82
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..			1,544.73		10,576.55
101-551.200-710.200		F I C A		561.25	269.92	269.92	0.00	831.17
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..			132.16		693.41
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..			137.76		831.17
101-551.200-710.300		P E R S		553.63	245.92	245.92	0.00	799.55
Post Date	Packet Number	Source Transaction	Description	Vendor		Debits	Credits	Running Balance
09/19/2025	PYPKT02873	PYPKT02873 - FY25-2...	PYPKT02873 - FY25-26 PY 09/19/25 City - Pay..			129.43		683.06
10/03/2025	PYPKT02905	PYPKT02905 - FY25-2...	PYPKT02905 - FY25-26 PY 10/03/25 City - Pay..			116.49		799.55
Total Fund: 101 - General Fund:				70,774.40	33,980.93	33,980.93	0.00	104,755.33
Grand Totals:				70,774.40	33,980.93	33,980.93	0.00	104,755.33

Fund Summary

Fund	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
101 - General Fund	70,774.40	33,980.93	33,980.93	0.00	104,755.33
Grand Total:	70,774.40	33,980.93	33,980.93	0.00	104,755.33