



Willows Library Board of Trustees Meeting

August 14, 2025
Willows Civic Center, Eubanks Room
11:00 AM

Board of Trustees
Dan Gupton, President
Ardythe Brandon, Vice-President
Lisa Kennedy, Secretary
Brian Ramos, Trustee
Kristel Bettencourt, Trustee
Matt Busby, City Council Liaison

City Manager
Marti Brown

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **INTRODUCTION – CHRISTINE WATSON, NEW CITY LIBRARIAN**

5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

The Public Comment Forum is an opportunity to address the Board of Trustees on any matter for which another opportunity to speak is not provided on the agenda, and which is within the purview of the Willows Library Board to resolve. Any interested members of the public wishing to communicate with the Board of Trustees may do so by contacting the Board President at the beginning of the meeting. For questions about any agenda items, please contact Marti Brown, City Manager, mbrown@cityofwillows.org.

- a. **Minutes Approval**

Recommended Action: Approve the July 24, 2025, meeting minutes.

6. **DISCUSSION & ACTION CALENDAR**

All matters on the Discussion & Action Calendar will be discussed and acted on individually. Individuals wishing to speak on any of these items should request to be acknowledged by the Board President. Comments should be directed to the Board of Trustees and are limited to three minutes. By law, the Board of Trustees cannot discuss or take action on items not listed on the posted agenda.

- a. **Library Status Update**

Recommended Action: Receive and discuss City Manager report (verbal) on current Library staffing levels, Library Ceiling, Library Door Project, Donor Tree, Book Ordering, and any other operational updates.

- b. **History of Trust Funds & Use of Funds**

Recommended Action: Review and discuss the attached documents outlining the history of the McDole and Francis King Trusts, as well as other Trust Fund notes. Provide policy direction to staff regarding the potential of formulating a spending policy for Trust Fund monies.

c. **Trust Funds - Activity Report & 2024 Interest Earned**

Recommended Action: Receive, review, discuss and file library trust fund activities report and 2024 interest generated by Trust Fund.

d. **Library Flooring**

Recommended Action: Review and consider costs and bids for improving the flooring of the library's backroom, and direct staff accordingly including a possible project budget amount not to exceed \$20,000 using funds from the Francis King Trust.

e. **Purchase of New Computers**

Recommended Action: Authorize the City Manager to purchase up to six public computers for an amount not to exceed \$14,000 including the required software (e.g., Microsoft Software and License) and technical support using funds from the Francis King Trust.

f. **Library Consulting - Draft Proposal**

Recommended Action: Review and discuss the draft proposal for library consulting services, and direct staff accordingly.

g. **Library Parking Sign & Bike Rack**

Recommended Action: Discuss and consider the possibility of replacing the wooden library parking sign and the bike rack using Library Trust Funds, and direct staff accordingly. Verbal presentation.

7. COMMENTS & REPORTS

- a. Friends of the Willows Public Library Report
- b. Board of Trustees Comments & Reports

10. ADJOURNMENT

This agenda was posted on August 8, 2025.

Marti Brown, City Manager

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



PUBLIC COMMENT & CONSENT CALENDAR FORUM



Willows Library Board of Trustees Special Meeting Action Minutes

July 24, 2025
Willows Civic Center, Eubanks Room
11:00 AM

Board of Trustees
Dan Gupton, President
Ardythe Brandon, Vice-President
Lisa Kennedy, Secretary
Brian Ramos, Trustee
Kristel Bettencourt, Trustee
Matt Busby, City Council Liaison

City Manager
Marti Brown

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

1. **CALL TO ORDER – 10:59 AM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Trustees Present: Chair Gupton, Vice-Chair Brandon, Trustees Ramos and Bettencourt

Trustees Absent: Trustee Kennedy

4. **PUBLIC COMMENT CONSENT CALENDAR FORUM**

5. **DISCUSSION AND ACTION CALENDAR**

a. **Board Officer Elections**

Recommended Action: Elect a new Board Trustee President and Vice-President.

Action: Motion to nominate Dan Gupton Chair of the Library Board of Trustees.

Moved/Seconded: Trustee Bettencourt/Vice-Chair Brandon

Yes: Chair Gupton, Vice-Chair Brandon, Trustees Ramos and Bettencourt

No: None

Absent: Trustee Kennedy

Action: Motion to nominate Ardythe Brandon Vice-Chair of the Library Board of Trustees.

Moved/Seconded: Chair Gupton/Trustee Ramos

Yes: Chair Gupton, Vice-Chair Brandon, Trustees Ramos and Bettencourt

No: None

Absent: Trustee Kennedy

b. **City Librarian Interview Panel**

Recommended Action: Appoint Brian Ramos to the interview panel for the new City Librarian.

Interview date(s) to be determined.

Action: Motion to nominate Trustee Ramos to participate on the interview panel for the new City Librarian.

Moved/Seconded: Vice-Chair Brandon/Trustee Bettencourt

Yes: Chair Gupton, Vice-Chair Brandon, Trustees Ramos and Bettencourt

No: None

Absent: Trustee Kennedy

c. **Library Book Fund**

Recommended Action: Authorize the budget for and purchase of new books in July and August based on the Library Board's recommended list using the approved book and print material budget.

Action: Motion to authorize the budget for and purchase of new books in July and August based on the Library Board's recommended list using the approved book and print material budget.

Moved/Seconded: Trustee Bettencourt/Trustee Ramos

Yes: Chair Gupton, Vice-Chair Brandon, Trustees Ramos and Bettencourt

No: None

Absent: Trustee Kennedy

d. **Leaf Recognition – Donor Tree Campaign**

Recommended Action: Approve presentation and installation of leaf recognition for Jody Meza, former Willows Library Director, and Caitlin Ehorn, former Library Technician, as well as acknowledge other Donor Tree contributors.

Action: Motion to authorize creating and installing "leaf" recognition for Jody Meza and Caitlin Ehorn on the Donation Tree in the library.

Moved/Seconded: Vice-Chair Brandon/Trustee Ramos

Yes: Chair Gupton, Vice-Chair Brandon, Trustees Ramos and Bettencourt

No: None

Absent: Trustee Kennedy

e. **Trust Fund Balances**

Recommended Action: Review and accept library trust fund balances (per Trustee Brandon's request).

Board Trustees requested additional information regarding account activity and interest earned per each fund account.

f. **Friends of the Library - Donations**

Recommended Action: Discuss recent donations to the Friends of the Library, “thank you” cards, and managing donations.

Friends of Library was requested to deposit donation check into Friends’ bank account and, if so desired, issue a donation check made out to the City of Willows (earmarked for particular accounts and/or activities if desired).

g. **Overall Update on Status of Library**

Recommended Action: Review and discuss current and future library hours of operation, current and future staffing levels, and any other activities and concerns related to library operations.

6. COMMENTS & REPORTS

a. **Board of Trustees Comments & Reports**

Board request: Notify the School District that tutoring in the library is available to all students. It was suggested that staff contact the School Superintendent.

Trustee Ramos reviewed the weekly hours of operations of surrounding libraries and discovered the following:

- Orland – 41 hours
- Corning – 30 hours
- Williams – 21 hours
- Red Bluff – 35 hours
- Gridley – 44 hours
- Colusa – 41 hours
- Chico – 41 hours
- Willows – 28 hours [when re-opened on Tuesdays]

7. ADJOURNMENT

Marti Brown, City Manager



DISCUSSION & ACTION CALENDAR



Date: August 14, 2025

To: Library Board of Trustees

From: Marti Brown, City Manager

Subject: History of Trust Funds & Use of Funds

Recommendation:

Review and discuss the attached documents outlining the history of the McDole and Francis King Trusts, as well as other Trust Fund notes. Provide policy direction to staff regarding the potential formal development of a spending policy for Trust Fund monies.

Rationale for Recommendation:

Staff inquired about any written and approved library policies as it relates to spending Library Trust Funds. Since very little was discovered, staff thought the Trustees may wish to review the documents and consider developing formal board approved policies for the use of each trust fund.

Background:

For the past few years, staff (and the City's Finance Consultant) have inquired about library policies as they relate to the use and expenditure of trust funds. After researching internal city documents and inquiring with the Glenn County Court, staff were only able to find "A Brief History of the McDole Trust" (Attachment 1), a letter from an attorney regarding the Frances King Trust (Attachment 2), and an internal memo, "Summary of Library Related Trust Funds" (Attachment 3).

Discussion & Analysis:

Staff conducted considerable internal and external research (e.g., Glenn County Courthouse) to find and determine whether there are any definitive and legally binding policy documents that state the terms and perimeters for using library trust funds. The only documents found were Attachments 1-3.

It would be very beneficial and useful to develop Library Board approved policies to guide how to use and spend the trust funds for both current and future Board Trustees, to ensure consistent stewardship of the funds, and to provide public transparency.

To that end, staff recommend forming a Board of Trustee Ad Hoc Committee to shepherd the process of developing a policy for each trust fund for their use and expenditure.

Fiscal Impact:

There is no fiscal impact by reviewing these documents and considering the development and/or amendment of new library policies as they relate to the use and expenditure of library trust funds.

Attachments:

- Attachment 1: A Brief History of the McDole Trust
- Attachment 2: Francis King Trust Letter
- Attachment 3: Summary of Library Related Trust Funds

A BRIEF HISTORY OF THE McDOLLE TRUST

In 1970 at the request of the Library Board the City Attorney's office ruled that under the State Education Code, all funds acquired by the Library through gifts or bequests:

1. be maintained in a separate city fund specifically for the use of the library;
2. be available for payments from the fund on warrents from the Library Board (sec. 27404, Education Code); and
3. be managed so that "the Treasurer of the City should pay such warrents without any further order or warrent from any other authority including the City Council of the City of Willows."

In 1973 Elizabeth McDole passed away. In her will, after the deduction of certain named bequests, she left 10% of the residue of her estate to the Willows Public Library. The will was filed for probate on August 24, 1973. The total amount which came to the library at that time was \$16,261.30. The money was specifically bequethed in her will "to be used exclusively for public library purposes."

In 1975 the Library Board and the Librarian formulated the following policy: "that the money being held in the McDole Fund be used for the benefit of all library patrons and that materials and equipment purchased be suitable as lasting memorials to Ethel and Elizabeth McDole."

JEAN RUMIANO

ATTORNEY AT LAW

1035 WEST WOOD STREET
P.O. BOX 1124
WILLOWS, CALIFORNIA 95988
TELEPHONE (530) 934-8812
FAX (530) 934-7618

December 27, 2004

Willows Library
201 N. Lassen
Willows, CA 95988

RE: FRANCES KING TRUST

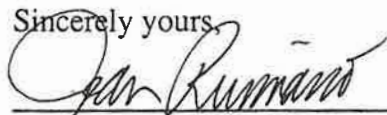
Dear Library Board:

On August 27, 2004, I sent a letter to the Willows Library and the other beneficiaries of the Frances King Trust regarding the procedure for distribution of the trust property. The time has come to distribute the trust assets to those who are named beneficiaries. As you know, Ms. King left one-seventh (1/7) of the residue of the trust assets to the Willows Library. This amounts to \$72,444.84. A check made payable in that amount to the Willows Library is enclosed. A trust accounting summarizing all of the trust's income and expenses from the date of death to today is also enclosed. Ms. King was very definite about which charitable organizations she wanted to leave property and she never wavered. She felt strong about the good work you are doing and wanted to help.

Please sign and return the enclosed Receipt so that the trustee can be assured that you have received that to which you are entitled under the trust.

If you have any questions, please do not hesitate to call me. Thank you for your patience.

Sincerely yours,



JEAN RUMIANO
Attorney at Law

Enclosures
cc: Joan Bartalini

City of Willows
Summary of Library Related Trust Funds
Status @ 6/30/05

Lost and Damaged Trust (Balance \$3,694 @ 6/30/05)- All fines at the Willows Branch for late returns and lost/damaged charges are accumulated here. As part of the annual budget, \$2,233 is allocated to be expended for new print material.

Willows Donations Trust (Balance \$19,217 @ 6/30/05)- Of the total balance in this fund, \$10,287 pertains to the remaining balance of the Otterson Estate donation (donated specifically for non-fiction material).

McDole Trust (Balance \$47,751 @ 6/30/05)- This is an endowment established by the McDole family for the Willows Branch, where interest earnings may be expended on an annual basis, but the use of principal requiring library board action. Over the past three years, approximately \$4,319 in interest has been earned, but the funds have not been utilized.

Frances King Trust (Balance \$73,230 @ 6/30/05)- A bequeathment of \$72,445 was received from the estate of Frances King. The balance pertains to interest earnings since the funds were received.

Bayliss Trust (Balance \$6,225 @ 6/30/05)- Included in this balance is the Bayliss Library's remaining share of the Otterson Estate of \$ 1,710. A total of \$290 was expended from this trust during 2004-05, all of which pertained to Otterson Estate expenditures. As a 501-c-3 has been formed, consideration should be given to transferring the balance in the fund (exclusive of the Otterson Estate funds) to the Bayliss library organization. This would require an agendized action by the Library Board and the City Council if such a transfer is deemed appropriate.

Elk Creek Trust (Balance \$7,799 @ 6/30/05)- Included in this balance is the Elk Creek Library's remaining share of the Otterson Estate of \$1,370. A total of \$630 was expended from this trust in 2004-05, all of which pertained to Otterson Estate expenditures. Similarly to the non-profit organization formed in Bayliss, those actively involved in the Elk Creek Library should consider forming a 501-c-3 in order to accept donations and maintain control of the donated funds.

Public Computer Trust (Balance \$656 @ 6/30/05)- This fund utilizes revenue from printer paper usage to fund computer replacement within the Willows branch. \$3,947 was expended from this trust in 2004/05 for computers and a printer.

interest
add to SEP agenda

add to SEP agenda
note to Bayliss Committee
except

form 501-c(3)
same @ Bayliss

4.6% interest



Date: August 14, 2025

To: Library Board of Trustees

From: Marti Brown, City Manager

Subject: Trust Funds – Activity Report & 2024 Interest Earned

Recommendation:

Receive, review, discuss and file library trust fund activities report and 2024 interest generated by Trust Fund.

Rationale for Recommendation:

Board Trustees requested a report showing the financial activity of the trust fund accounts, as well as the interest earned for each account.

Background:

At the July 24, 2025, Special Library Board Meeting, Board Trustees requested a report showing the financial activity that has occurred in each of the trust funds for the 2024-25 fiscal year. In addition, Trustees requested to review the interest earned on each trust fund account.

Discussion & Analysis:

Attachment 1 shows current trust fund balances as of June 30, 2025. Attachment 2 shows all activities (e.g., revenue, expenditures) for all library trust fund accounts, including Donations (203), McDole Trust (204), Frances King Trust (205), Public Computer (209), Children's Services (212), Northnet Training (350), and CLSA Delivery (352) for FY 2024-25 (July 1, 2024, through June 30, 2025).

Attachment 3 shows the interest earned for all trust funds for Fiscal Year 2023-24. Earned interest for Fiscal Year 2024-25 will be accounted for and transferred into each trust fund by October 2025 and will be reportable at that time.

Fiscal Impact:

There is no fiscal impact by reviewing, receiving and filing these reports.

Attachments:

- Attachment 1: Library Trust Fund Balances
- Attachment 2: Library Trust Fund Activity Report for Accounts 203-352
- Attachment 3: 2024 Trust Fund Interest Earned Report



City of Willows

Fund Balance Report

As Of 06/20/2025

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
203 - DONATIONS LIBRARY	17,764.38	549.00	0.00	18,313.38
204 - MCDOLE TRUST LIBRARY	51,657.05	0.00	594.84	51,062.21
205 - FRANCIS KING	69,780.49	0.00	0.00	69,780.49
209 - PUBLIC COMPUTER LIBRARY	7,731.54	482.00	782.22	7,431.32
212 - CHILDREN'S SERVICES	15,531.19	9,573.00	9,065.86	16,038.33
350 - NORTHNET TRAINING	3,273.10	1,000.00	2,448.84	1,824.26
352 - CLSA DELIVERY	24,173.26	14,472.25	9,369.46	29,276.05
Report Total:	189,911.01	26,076.25	22,261.22	193,726.04



City of Willows

Detail Report Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 203 - DONATIONS LIBRARY								
203-000-10000		CLAIM ON CASH				17,704.82	608.56	18,313.38
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			59.56	17,764.38
07/22/2024	CLPKT00279	CASH RECEIPTS 7-22-2		B0296 CLPKT00279			300.00	18,064.38
12/05/2024	CLPKT00396	CASH RECEIPTS 12-5-2		B0415 CLPKT00396			75.00	18,139.38
05/02/2025	CLPKT00559	CASH RECEIPTS - LIBR		B0576 CLPKT00559			174.00	18,313.38
203-000-11500		INTEREST RECEIVABLE				59.56	-59.56	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-59.56	0.00
203-000-79950		TRUST FUND REVENUES				0.00	-549.00	-549.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/22/2024	CLPKT00279	R1244		RICK & ADELE LEE - DONATION - LIBRARY TRUST FUND REVENUE DONATIONS LIBRARY RICK & ADELE LEE - DONATION - LIBRARY			-100.00	-100.00
07/22/2024	CLPKT00279	R1245		ADELE LEE - JACKSON & JAMES FOLEY - DONATION - LIBRARY TRUST FUND REVENUE DONATIONS LIBRARY ADELE LEE - JACKSON & JAMES FOLEY - DONATION - LIBRARY			-200.00	-300.00
12/05/2024	CLPKT00396	R1606		ROBINSON & ROBINSON - IN MEMORY OF OLIVER HILL - LIBRARY DOANTION TRUST FUND REVENUE DONATIONS LIBRARY ROBINSON & ROBINSON - IN MEMORY OF OLIVER HILL - LIBRARY DOANTION			-75.00	-375.00
05/02/2025	CLPKT00559	R2067		LIBRARY DONATIONS TRUST FUND REVENUE DONATIONS LIBRARY LIBRARY DONATIONS			-174.00	-549.00
Total Fund: 203 - DONATIONS LIBRARY:				Beginning Balance:	17,764.38	Total Activity:	0.00	Ending Balance: 17,764.38
Grand Totals:				Beginning Balance:	17,764.38	Total Activity:	0.00	Ending Balance: 17,764.38

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
203 - DONATIONS LIBRARY	17,764.38	0.00	17,764.38
Grand Total:	17,764.38	0.00	17,764.38



City of Willows

Detail Report Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 204 - MCDOLE TRUST LIBRARY								
204-000-10000		CLAIM ON CASH				51,487.90	-425.69	51,062.21
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			169.15	51,657.05
06/06/2025	APPKT00447	55631		ARDYTHE BRANDON SEC REI PMT	2487 - ARDYTHE BRANDON		-594.84	51,062.21
204-000-11500		INTEREST RECEIVABLE				169.15	-169.15	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-169.15	0.00
204-000-20101		ACCOUNTS PAYABLE PENDING				0.00	-1,626.05	-1,626.05
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/02/2025	APPKT00441	051625AB	55631	REIMBURSEMENT FOR OFFICE CHAIRS-BOT-MCDOLE TRST-LIB SEC PBL	2487 - ARDYTHE BRANDON		-594.84	-594.84
06/06/2025	APPKT00447	55631		ARDYTHE BRANDON SEC PMT	2487 - ARDYTHE BRANDON		594.84	0.00
06/30/2025	APPKT00452	7661502	55717	CARPET FOR KIDS-LIBRARY BOARD TRUST FUND APPROVED SEC PBL	1325 - DEMCO, INC.		-851.09	-851.09
06/30/2025	APPKT00460	7665812	55758	SPUTNIK CARPET-LIBRARY BOARD TRUST FUND APPROVED SEC PBL	1325 - DEMCO, INC.		-774.96	-1,626.05
204-000-49999		TRUST FUND EXPENSES				0.00	2,220.89	2,220.89
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/02/2025	APPKT00441	051625AB	55631	REIMBURSEMENT FOR OFFICE CHAIRS-BOT-MCDOLE TRST-LIB	2487 - ARDYTHE BRANDON		594.84	594.84
06/30/2025	APPKT00452	7661502	55717	CARPET FOR KIDS-LIBRARY BOARD TRUST FUND APPROVED	1325 - DEMCO, INC.		851.09	1,445.93
06/30/2025	APPKT00460	7665812	55758	SPUTNIK CARPET-LIBRARY BOARD TRUST FUND APPROVED	1325 - DEMCO, INC.		774.96	2,220.89
Total Fund: 204 - MCDOLE TRUST LIBRARY:					Beginning Balance:	51,657.05	Total Activity: 0.00	Ending Balance: 51,657.05
Grand Totals:					Beginning Balance:	51,657.05	Total Activity: 0.00	Ending Balance: 51,657.05

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
204 - MCDOLE TRUST LIBRARY	51,657.05	0.00	51,657.05
Grand Total:	51,657.05	0.00	51,657.05



City of Willows

Detail Report

Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 205 - FRANCIS KING		CLAIM ON CASH				74,404.28	228.49	74,632.77
205-000-10000						Project Account	Amount	Running Balance
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor			
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			228.49	74,632.77
205-000-11500		INTEREST RECEIVABLE				228.49	-228.49	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-228.49	0.00
Total Fund: 205 - FRANCIS KING:						Beginning Balance: 74,632.77	Total Activity: 0.00	Ending Balance: 74,632.77
Grand Totals:						Beginning Balance: 74,632.77	Total Activity: 0.00	Ending Balance: 74,632.77

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
205 - FRANCIS KING	74,632.77	0.00	74,632.77
Grand Total:	74,632.77	0.00	74,632.77



City of Willows

Detail Report Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 209 - PUBLIC COMPUTER LIBRARY								
209-000-10000		CLAIM ON CASH				2,854.80	-275.76	2,579.04
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			24.46	2,879.26
09/25/2024	CLPKT00351	CASH RECEIPT 9-25-24		B0371 CLPKT00351			135.00	3,014.26
12/05/2024	CLPKT00396	CASH RECEIPTS 12-5-2		B0415 CLPKT00396			143.00	3,157.26
01/03/2025	APPKT00358	55135		AFFORDABLE COMPUTER SOLUT SEC REI PMT	1027 - AFFORDABLE COMPUTER SOLUT		-782.22	2,375.04
01/27/2025	CLPKT00483	CASH RECEIPTS 1-27-2		B0497 CLPKT00483			71.00	2,446.04
05/02/2025	CLPKT00559	CASH RECEIPTS - LIBR		B0576 CLPKT00559			73.00	2,519.04
06/02/2025	CLPKT00587	CASH RECEIPTS 6-2-25		B0604 CLPKT00587			60.00	2,579.04
209-000-11500		INTEREST RECEIVABLE				24.46	-24.46	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-24.46	0.00
209-000-20101		ACCOUNTS PAYABLE PENDING				0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/02/2025	APPKT00354	7677	55135	LIBRARY SERVER REPAIRS & MAINTENANCE - LIBRARY SEC PBL	1027 - AFFORDABLE COMPUTER SOLUT		-782.22	-782.22
01/03/2025	APPKT00358	55135		AFFORDABLE COMPUTER SOLUT SEC PMT	1027 - AFFORDABLE COMPUTER SOLUT		782.22	0.00
209-000-49999		TRUST FUND EXPENSES				0.00	782.22	782.22
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/02/2025	APPKT00354	7677	55135	LIBRARY SERVER REPAIRS & MAINTENANCE - LIBRARY	1027 - AFFORDABLE COMPUTER SOLUT		782.22	782.22

Detail Report						Date Range: 07/01/2024 - 06/30/2025		
Account		Name				Beginning Balance	Total Activity	Ending Balance
209-000-79950		TRUST FUND REVENUES				0.00	-482.00	-482.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/25/2024	CLPKT00351	R1439		PUBLIC COMPUTERS - LIBRARY TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY PUBLIC COMPUTERS - LIBRARY			-135.00	-135.00
12/05/2024	CLPKT00396	R1595		COMPUTERS - LIBRARY TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY COMPUTERS - LIBRARY			-143.00	-278.00
01/27/2025	CLPKT00483	R1826		LIBRARY COMPUTERS TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY LIBRARY COMPUTERS			-71.00	-349.00
05/02/2025	CLPKT00559	R2068		LIBRARY COMPUTERS TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY LIBRARY COMPUTERS			-73.00	-422.00
06/02/2025	CLPKT00587	R2167		PUBLIC COMPUTER USE - LIBRARY TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY PUBLIC COMPUTER USE - LIBRARY			-60.00	-482.00
Total Fund: 209 - PUBLIC COMPUTER LIBRARY:					Beginning Balance:	2,879.26	Total Activity: 0.00	Ending Balance: 2,879.26
Grand Totals:					Beginning Balance:	2,879.26	Total Activity: 0.00	Ending Balance: 2,879.26

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
209 - PUBLIC COMPUTER LIBRARY	2,879.26	0.00	2,879.26
Grand Total:	2,879.26	0.00	2,879.26



City of Willows

Detail Report Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 212 - CHILDREN'S SERVICES								
212-000-10000		CLAIM ON CASH				15,535.86	502.47	16,038.33
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			23.48	15,559.34
07/19/2024	APPKT00255	54674		US BANK CORPORATE PAYMENT SYSTEMS SEC REI PMT	2395 - US BANK CORPORATE PAYMENT SYS		-28.15	15,531.19
08/15/2024	APPKT00279	54741		AMAZON CAPITAL SERVICES SEC REI P	1052 - AMAZON CAPITAL SERVICES		-268.65	15,262.54
10/15/2024	CLPKT00361	CASH RECEIPTS 10-15-		B0381 CLPKT00361			550.00	15,812.54
11/04/2024	CLPKT00378	CASH RECEIPTS 11-4-2		B0398 CLPKT00378			2,500.00	18,312.54
12/05/2024	APPKT00340	55075		AMAZON CAPITAL SERVICES SEC REI P	1052 - AMAZON CAPITAL SERVICES		-45.00	18,267.54
12/05/2024	APPKT00340	55093		SWANK MOVIE LICENSING SEC REI PMT	2384 - SWANK MOVIE LICENSING		-550.00	17,717.54
01/27/2025	CLPKT00483	CASH RECEIPTS 1-27-2		B0497 CLPKT00483			121.00	17,838.54
03/04/2025	CLPKT00539	CASH RECEIPTS 3-4-25		B0535 CLPKT00539			6,402.00	24,240.54
05/09/2025	APPKT00428	55544		ILLINOIS LIBRARY ASS. - iREAD SEC REI PMT	1560 - ILLINOIS LIBRARY ASS. - iREAD		-254.46	23,986.08
05/09/2025	APPKT00428	55559		SCHOLASTIC INC. SEC REI PMT	2060 - SCHOLASTIC INC.		-6,864.67	17,121.41
05/23/2025	APPKT00439	55591		CONSERVATION AMBASSADORS SEC REI PMT	1270 - CONSERVATION AMBASSADORS		-650.00	16,471.41
06/06/2025	APPKT00447	55630		AMAZON CAPITAL SERVICES SEC REI P	1052 - AMAZON CAPITAL SERVICES		-238.84	16,232.57
06/06/2025	APPKT00447	55630		AMAZON CAPITAL SERVICES SEC REI P	1052 - AMAZON CAPITAL SERVICES		-134.24	16,098.33
06/06/2025	APPKT00447	55630		AMAZON CAPITAL SERVICES SEC REI P	1052 - AMAZON CAPITAL SERVICES		-60.00	16,038.33
212-000-11500		INTEREST RECEIVABLE				23.48	-23.48	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-23.48	0.00

Detail Report

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
212-000-20101		ACCOUNTS PAYABLE PENDING				-28.15	28.15	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/19/2024	APPKT00255	54674		US BANK CORPORATE PAYMENT SYSTEMS SEC PMT	2395 - US BANK CORPORATE PAYMENT SYS		28.15	0.00
08/12/2024	APPKT00276	1GRF-LTLV-CY3F	54741	LUNCH WITH LIBRARY - GRANT MATERIALS - LIBRARY SEC PBL	1052 - AMAZON CAPITAL SERVICES		-268.65	-268.65
08/15/2024	APPKT00279	54741		AMAZON CAPITAL SERVICES SEC PMT	1052 - AMAZON CAPITAL SERVICES		268.65	0.00
12/04/2024	APPKT00338	1XHQ-DVPW-7YVW	55075	SUPPLIES - CHILDREN'S SERVICES - LIBRARY SEC PBL	1052 - AMAZON CAPITAL SERVICES		-45.00	-45.00
12/04/2024	APPKT00338	3799563	55093	CHILDREN'S SERVICES - LIBRARY SEC PB	2384 - SWANK MOVIE LICENSING		-550.00	-595.00
12/05/2024	APPKT00340	55075		AMAZON CAPITAL SERVICES SEC PMT	1052 - AMAZON CAPITAL SERVICES		45.00	-550.00
12/05/2024	APPKT00340	55093		SWANK MOVIE LICENSING SEC PMT	2384 - SWANK MOVIE LICENSING		550.00	0.00
05/07/2025	APPKT00426	71538732	55559	LUNCH AT LIBRARY GRANT MATERIALS - LIBRARY SEC PBL	2060 - SCHOLASTIC INC.		-6,864.67	-6,864.67
05/08/2025	APPKT00426	305677	55544	CHILDREN'S SERVICES MATERIAL - LIBRARY SEC PBL	1560 - ILLINOIS LIBRARY ASS. - IREAD		-254.46	-7,119.13
05/09/2025	APPKT00428	55544		ILLINOIS LIBRARY ASS. - IREAD SEC PMT	1560 - ILLINOIS LIBRARY ASS. - IREAD		254.46	-6,864.67
05/09/2025	APPKT00428	55559		SCHOLASTIC INC. SEC PMT	2060 - SCHOLASTIC INC.		6,864.67	0.00
05/19/2025	APPKT00433	3400	55591	WILD THINGS - WILDLIFE PROGRAM 6-11-25 - LIBRARY SEC PBL	1270 - CONSERVATION AMBASSADORS		-650.00	-650.00
05/23/2025	APPKT00439	55591		CONSERVATION AMBASSADORS SEC P	1270 - CONSERVATION AMBASSADORS		650.00	0.00
06/03/2025	APPKT00441	11NP-YN7M-LNF6	55630	CHILDREN'S SERVICES MATERIALS - LIBRARY SEC PBL	1052 - AMAZON CAPITAL SERVICES		-60.00	-60.00
06/03/2025	APPKT00441	1CMR-9FQ7-RJFR	55630	CHILDRENS PROGRAM & OFFICE SUPPLIES - LIBRARY SEC PBL	1052 - AMAZON CAPITAL SERVICES		-134.24	-194.24
06/03/2025	APPKT00441	1N79-LP4R-R6N7	55630	SUMMER READING PROGRAM SUPPLIES - LIBRARY SEC PBL	1052 - AMAZON CAPITAL SERVICES		-238.84	-433.08
06/06/2025	APPKT00447	55630		AMAZON CAPITAL SERVICES SEC PMT	1052 - AMAZON CAPITAL SERVICES		238.84	-194.24
06/06/2025	APPKT00447	55630		AMAZON CAPITAL SERVICES SEC PMT	1052 - AMAZON CAPITAL SERVICES		60.00	-134.24
06/06/2025	APPKT00447	55630		AMAZON CAPITAL SERVICES SEC PMT	1052 - AMAZON CAPITAL SERVICES		134.24	0.00

Detail Report

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
212-000-49999		TRUST FUND EXPENSES				0.00	9,065.86	9,065.86
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
08/12/2024	APPKT00276	1GRF-LTLV-CY3F	54741	LUNCH WITH LIBRARY - GRANT MATERIALS - LIBRARY	1052 - AMAZON CAPITAL SERVICES		268.65	268.65
12/04/2024	APPKT00338	1XHQ-DVPW-7YVW	55075	SUPPLIES - CHILDREN'S SERVICES - LIBRARY	1052 - AMAZON CAPITAL SERVICES		45.00	313.65
12/04/2024	APPKT00338	3799563	55093	CHILDREN'S SERVICES - LIBRARY	2384 - SWANK MOVIE LICENSING		550.00	863.65
05/07/2025	APPKT00426	71538732	55559	LUNCH AT LIBRARY GRANT MATERIALS - LIBRARY	2060 - SCHOLASTIC INC.		6,864.67	7,728.32
05/08/2025	APPKT00426	305677	55544	CHILDREN'S SERVICES MATERIAL - LIBRARY	1560 - ILLINOIS LIBRARY ASS. - IREAD		254.46	7,982.78
05/19/2025	APPKT00433	3400	55591	WILD THINGS - WILDLIFE PROGRAM 6-11-25 - LIBRARY	1270 - CONSERVATION AMBASSADORS		650.00	8,632.78
06/03/2025	APPKT00441	11NP-YN7M-LNF6	55630	CHILDREN'S SERVICES MATERIALS - LIBRARY	1052 - AMAZON CAPITAL SERVICES		60.00	8,692.78
06/03/2025	APPKT00441	1CMR-9FQ7-RJFR	55630	CHILDRENS PROGRAM & OFFICE SUPPLIES - LIBRARY	1052 - AMAZON CAPITAL SERVICES		134.24	8,827.02
06/03/2025	APPKT00441	1N79-LP4R-R6N7	55630	SUMMER READING PROGRAM SUPPLIES - LIBRARY	1052 - AMAZON CAPITAL SERVICES		238.84	9,065.86
212-000-79950		TRUST FUND REVENUES				0.00	-9,573.00	-9,573.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/15/2024	CLPKT00361	R1483		LIBRARY CHILDREN'S SERVICES - LIBRARY TRUST FUND REV CHILD SERV LIBRARY LIBRARY CHILDREN'S SERVICES			-535.00	-535.00
10/15/2024	CLPKT00361	R1504		LIBRARY CHILDRENS SERVICES - LIBRARY TRUST FUND REV CHILD SERV LIBRARY LIBRARY CHILDRENS SERVICES			-15.00	-550.00
11/04/2024	CLPKT00378	R1549		WILLOWS COMMUNITY THRIFT SHOPPE -DONATION-CHILDREN'S SERV-LIBRARY TRUST FUND REV CHILD SERV LIBRARY WILLOWS COMMUNITY THRIFT SHOPPE -DONATION-CHILDREN'S SERV-LIBRARY			-2,500.00	-3,050.00
01/27/2025	CLPKT00483	R1825		LIBRARY CHILDREN'S SERVICES TRUST FUND REV CHILD SERV LIBRARY LIBRARY CHILDREN'S SERVICES			-121.00	-3,171.00
03/04/2025	CLPKT00539	R1939		STATE OF CA-LUNCH AT THE LIBRARY SUMMER 2025-WILLOWS PUBLIC LIBRARY TRUST FUND REV CHILD SERV LIBRARY STATE OF CA-LUNCH AT THE LIBRARY SUMMER 2025-WILLOWS PUBLIC LIBRARY 69-197153			-6,402.00	-9,573.00
Total Fund: 212 - CHILDREN'S SERVICES:				Beginning Balance:	15,531.19	Total Activity:	0.00	Ending Balance: 15,531.19
Grand Totals:				Beginning Balance:	15,531.19	Total Activity:	0.00	Ending Balance: 15,531.19

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
212 - CHILDREN'S SERVICES	15,531.19	0.00	15,531.19
Grand Total:	15,531.19	0.00	15,531.19



City of Willows

Detail Report Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 350 - NORTHNET TRAINING								
350-000-10000		CLAIM ON CASH				3,273.10	-1,448.84	1,824.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/19/2024	APPKT00255	54670		NORTHNET LIBRARY SYSTEM SEC REI PMT	1855 - NORTHNET LIBRARY SYSTEM		-2,026.00	1,247.10
09/25/2024	CLPKT00355	CASH RECEIPTS 9-25-2		B0375 CLPKT00355			1,000.00	2,247.10
02/13/2025	APPKT00390	55292		US BANK CORPORATE PAYMENT SYSTEMS SEC REI PMT	2395 - US BANK CORPORATE PAYMENT SYS		-345.51	1,901.59
03/13/2025	APPKT00407	55387		US BANK CORPORATE PAYMENT SYSTEMS SEC REI PMT	2395 - US BANK CORPORATE PAYMENT SYS		-77.33	1,824.26
350-000-20101		ACCOUNTS PAYABLE PENDING				0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/17/2024	APPKT00252	2244	54670	CALPERS NSCLS FUNDED COST SHARE FY24-25 LIBRARY SEC PBL	1855 - NORTHNET LIBRARY SYSTEM		-2,026.00	-2,026.00
07/19/2024	APPKT00255	54670		NORTHNET LIBRARY SYSTEM SEC PMT	1855 - NORTHNET LIBRARY SYSTEM		2,026.00	0.00
02/11/2025	APPKT00388	MEZA012225-01	55292	MENTAL HEALTH FIRST AID-GRANT-MNL - STAFF DEV-LIB SEC PBL	2395 - US BANK CORPORATE PAYMENT SYS		-345.51	-345.51
02/13/2025	APPKT00390	55292		US BANK CORPORATE PAYMENT SYSTEMS SEC PMT	2395 - US BANK CORPORATE PAYMENT SYS		345.51	0.00
03/12/2025	APPKT00400	MEZA022425-01	55387	CB KITCHEN-STAFF DEV GRANT-STAFF TRAINING LUNCH -L SEC PBL	2395 - US BANK CORPORATE PAYMENT SYS		-77.33	-77.33
03/13/2025	APPKT00407	55387		US BANK CORPORATE PAYMENT SYSTEMS SEC PMT	2395 - US BANK CORPORATE PAYMENT SYS		77.33	0.00
350-000-79900		MISCELLANEOUS REVENUES				0.00	-1,000.00	-1,000.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/25/2024	CLPKT00355	R1457		NORTHNET LIBRARY SYSTEM - FY24/25 STAFF DEVELOP - TRAINING MISC REVENUE NORTHNET-TRAIN NORTHNET LIBRARY SYSTEM - FY24/25 STAFF DEVELOP - TRAINING			-1,000.00	-1,000.00
350-120-40999		SPECIAL DEPARTMENT				0.00	422.84	422.84
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/11/2025	APPKT00388	MEZA012225-01	55292	MENTAL HEALTH FIRST AID-GRANT-MNL - STAFF DEV-LIB	2395 - US BANK CORPORATE PAYMENT SYS		345.51	345.51
03/12/2025	APPKT00400	MEZA022425-01	55387	CB KITCHEN-STAFF DEV GRANT-STAFF TRAINING LUNCH -L	2395 - US BANK CORPORATE PAYMENT SYS		77.33	422.84

Detail Report

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
350-120-44000		CONTRACTUAL SERVICES				0.00	2,026.00	2,026.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/17/2024	APPKT00252	2244	54670	CALPERS NSCLS FUNDED COST SHARE FY24-25 LIBRARY	1855 - NORTHNET LIBRARY SYSTEM		2,026.00	2,026.00
Total Fund: 350 - NORTHNET TRAINING:						Beginning Balance: 3,273.10	Total Activity: 0.00	Ending Balance: 3,273.10
Grand Totals:						Beginning Balance: 3,273.10	Total Activity: 0.00	Ending Balance: 3,273.10

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
350 - NORTHNET TRAINING	3,273.10	0.00	3,273.10
Grand Total:	3,273.10	0.00	3,273.10



City of Willows

Detail Report

Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 352 - CLSA DELIVERY								
352-000-10000		CLAIM ON CASH				26,372.44	12,044.79	38,417.23
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/19/2024	APPKT00255	54652		AFFORDABLE COMPUTER SOLUT SEC REI PMT	1027 - AFFORDABLE COMPUTER SOLUT		-105.00	26,267.44
07/22/2024	APPKT00257	54684		IMPERIAL COUNTY OFFICE OF EDUCATION SEC REI PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,094.18	24,173.26
08/13/2024	CLPKT00301	cash receipts 8-13-24		B0319 CLPKT00301			9,906.25	34,079.51
09/25/2024	APPKT00299	54872		IMPERIAL COUNTY OFFICE OF EDUCATION SEC REI PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,069.94	32,009.57
01/16/2025	APPKT00365	55186		IMPERIAL COUNTY OFFICE OF EDUCATION SEC REI PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,214.04	29,795.53
01/27/2025	CLPKT00483	CASH RECEIPTS 1-27-2		B0497 CLPKT00483			4,566.00	34,361.53
04/10/2025	APPKT00417	55455		IMPERIAL COUNTY OFFICE OF EDUCATION SEC REI PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,975.70	31,385.83
06/20/2025	APPKT00451	55680		IMPERIAL COUNTY OFFICE OF EDUCATION SEC REI PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,109.78	29,276.05
06/23/2025	CLPKT00596	CASH RECEIPTS 6-23-2		B0613 CLPKT00596			9,141.18	38,417.23

Detail Report

Date Range: 07/01/2024 - 06/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
352-000-20101		ACCOUNTS PAYABLE PENDING				-2,199.18	2,199.18	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/19/2024	APPKT00255	54652		AFFORDABLE COMPUTER SOLUT SEC PMT	1027 - AFFORDABLE COMPUTER SOLUT		105.00	-2,094.18
07/22/2024	APPKT00257	54684		IMPERIAL COUNTY OFFICE OF EDUCATION SEC PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,094.18	0.00
09/23/2024	APPKT00297	INV25-00108	54872	BROADBAND INTERNET - LIBRARY SEC PBL	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,069.94	-2,069.94
09/25/2024	APPKT00299	54872		IMPERIAL COUNTY OFFICE OF EDUCATION SEC PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,069.94	0.00
01/14/2025	APPKT00363	INV25-00347	55186	BROADBAND INTERNET JULY - SEPT 2024 - LIBRARY SEC PBL	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,214.04	-2,214.04
01/16/2025	APPKT00365	55186		IMPERIAL COUNTY OFFICE OF EDUCATION SEC PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,214.04	0.00
04/07/2025	APPKT00412	INV25-00628	55455	BROADBAND INTERNET - LIBRARY SEC PBL	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,975.70	-2,975.70
04/10/2025	APPKT00417	55455		IMPERIAL COUNTY OFFICE OF EDUCATION SEC PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,975.70	0.00
06/16/2025	APPKT00448	INV25-00896	55680	BROADBAND INTERNET- JAN-MAR 25 - QTR - LIBRARY SEC PBL	2432 - IMPERIAL COUNTY OFFICE OF EDUC		-2,109.78	-2,109.78
06/20/2025	APPKT00451	55680		IMPERIAL COUNTY OFFICE OF EDUCATION SEC PMT	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,109.78	0.00
352-000-79900		MISCELLANEOUS REVENUES				0.00	-23,613.43	-23,613.43
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
08/13/2024	CLPKT00301	R1317		IMPERIAL COUNTY OFFICE OF ED - FY 21-22 MISC REVENUE CLSA DELIVERY			-9,906.25	-9,906.25
				IMPERIAL COUNTY OFFICE OF ED - FY 21-22				
01/27/2025	CLPKT00483	R1836		NORTHNET LIBRARY SYSTEM - FY2024-25 CLSA FUNDS CLAIM 1/2/25 - OD LIB-TO-GO A MISC REVENUE CLSA DELIVERY			-4,566.00	-14,472.25
				NORTHNET LIBRARY SYSTEM - FY2024-25 CLSA FUNDS CLAIM 1/2/25 - OD LIB-TO-GO A 5115				
06/23/2025	CLPKT00596	R2199		IMPERIAL COUNTY OFFICE OF ED-FY22-23 CTF/ERATE REIMB TO LIBRARIES-PASS THROUGH FROM CENIC MISC REVENUE CLSA DELIVERY			-9,141.18	-23,613.43
				IMPERIAL COUNTY OFFICE OF ED-FY22-23 CTF/ERATE REIMB TO LIBRARIES-PASS THROUGH FROM CENIC 25327262				

Detail Report						Date Range: 07/01/2024 - 06/30/2025		
Account		Name				Beginning Balance	Total Activity	Ending Balance
352-120-40999		SPECIAL DEPARTMENT				0.00	9,369.46	9,369.46
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/23/2024	APPKT00297	INV25-00108	54872	BROADBAND INTERNET - LIBRARY	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,069.94	2,069.94
01/14/2025	APPKT00363	INV25-00347	55186	BROADBAND INTERNET JULY - SEPT 2024 - LIBRARY	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,214.04	4,283.98
04/07/2025	APPKT00412	INV25-00628	55455	BROADBAND INTERNET - LIBRARY	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,975.70	7,259.68
06/16/2025	APPKT00448	INV25-00896	55680	BROADBAND INTERNET- JAN-MAR 25 - QTR - LIBRARY	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,109.78	9,369.46
Total Fund: 352 - CLSA DELIVERY:						Beginning Balance: 24,173.26	Total Activity: 0.00	Ending Balance: 24,173.26
Grand Totals:						Beginning Balance: 24,173.26	Total Activity: 0.00	Ending Balance: 24,173.26

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
352 - CLSA DELIVERY	24,173.26	0.00	24,173.26
Grand Total:	24,173.26	0.00	24,173.26

City of Willows

Trust Fund Analysis - Library

Balances as of June 30, 2024 / Preliminary June 30, 2025

<i>LIBRARY TRUST FUNDS</i>	Interest Earned FY 2023-24	Balance @ 06/30/2024	Balance @ 06/30/2025
202 - Lost & Damaged Fund	\$ -	\$ (3,665)	\$ (3,373)
203 - Library Donations Fund	\$ 330	\$ 17,764	\$ 18,313
204 - McDole Library Trust Fund	\$ 941	\$ 51,657	\$ 49,436
205 - Francis King Trust Fund	\$ 1,269	\$ 74,633	\$ 74,633
209 - Public Computer Library Fund	\$ 138	\$ 2,879	\$ 2,579
211 - EC Reproduction Fund	\$ -	\$ 1,163	\$ 1,163
212- Children's Services Fund	\$ 132	\$ 15,531	\$ 16,038
213 - Copier Trust Fund	\$ -	\$ 213	\$ 212



Date: August 14, 2025
To: Library Board Trustees
From: Marti Brown, City Manager
Subject: Library Flooring

Recommendation:

Review and consider costs and bids for improving the flooring of the library's backroom, and direct staff accordingly including a possible project budget amount not to exceed \$20,000 using funds from the Francis King Trust.

Rationale for Recommendation:

Library Board Trustees inquired with the former Library Director to investigate the possibility and cost of improving the flooring of the back library room (where the partially collapsed ceiling occurred).

Background:

Upon this request from the former Library Director, staff investigated various options and costs for improving the flooring of the library's employee only backroom. To that end, staff received two bids for epoxy related floor improvements and one cost estimate for staff installed carpet.

Discussion & Analysis:

Based on the Board's direction and interest, staff received the following bids and flooring installation options:

- Option #A: Grind and seal – Not to Exceed \$7,000
This option would be to remove tiles, grind/buff the concrete, and seal it.
- Option #B: Commercial Grade Epoxy Flake System – Not to Exceed \$8,000
This option would be to remove the tiles and apply a new commercial grade epoxy.
- Option #C: Penntek Polyurea Evolution System – Not to Exceed \$15,000
This option would remove existing tiles, treat concrete for moisture (if necessary), and fill any cracks with mendering product consisting of polyurea (as opposed to an epoxy) for longer durability.

- Option #D: Carpet Purchase – \$4000-\$6500 (installation costs to be determined)
This option would include purchasing commercial grade carpet squares. The cost range depends upon the quality of the carpet. Staff are still securing bids for installation costs.

Please note, the cost for Options #A through #C could increase should the existing tile consist of asbestos. The tile will need to be tested before work can begin and, if asbestos is present, the cost of removal will increase.

Based on prior Board discussions, there is an interest in allocating up to \$20,000 toward floor improvements.

Fiscal Impact:

Should the library Board approve one of the above options, the cost would range between \$4,000 and \$15,000 (provided there is no asbestos present in the floor tiles). Should the cost increase by more than \$15,000 and should asbestos be present, the prevailing wage would be triggered which would increase the project costs to more than \$20,000.



Date: August 14, 2025
To: Library Board Trustees
From: Marti Brown, City Manager
Subject: Library Consulting - Draft Proposal

Recommendation:

Review and discuss the draft proposal for library consulting services, and direct staff accordingly.

Rationale for Recommendation:

Staff mentioned to the Board of Trustees at the July 24, 2025, meeting that proposals were solicited to potentially hire a library consultant to re-evaluate the library's organizational structure, hours of operations, and programs and services. As a result, the Board requested to review the proposal.

Background:

Once the City of Orland terminated its contract for Library Director services with the City of Willows and the City Manager started spending more time in the library, it seemed like a good opportunity to re-evaluate the library's organizational structure, hours of operation, and programs and services. To that end, an informal solicitation for library consulting services was initiated. The only response and proposal received was from Infocus Library Consulting (Attachment 1).

Discussion & Analysis:

After the City of Orland's contract termination and the resignation of three (and now four) library employees, it seemed worth re-evaluating the library's organizational chart, hours of operations and its program and service offerings. It also seemed like a potentially tall order for a brand-new department head to be responsible for these activities without any additional consulting support.

As identified in Attachment 2, the modest proposal (Attachment 1) would also provide a professional and knowledgeable resource to brainstorm with and bounce ideas off of when considering new directions and options for the library.

Fiscal Impact:

There is no fiscal impact by reviewing and discussing the attached consulting proposal.

Attachments:

- Attachment 1: Infocus Library Consulting - Draft Proposal
- Attachment 2: Why Hire a Library Consultant?



InFocus Library Consulting
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Thousand Oaks, CA 91360
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infocuslibraryconsulting.com

Proposal

Willows Public Library

July 3, 2025

OVERVIEW

The Willows Public Library is facing both short-term and long-term planning challenges. Until recently, the Willows Library and the Orland Free Library had a contract to share the services of the Library Director. That contract has ended and will not be renewed. This scenario presents the Library with strategic planning opportunities to assess the programming, services, staffing needs, funding, and hours of operation required to meet the needs and expectations of the residents of the City of Willows and Glenn County. An interim director search is underway. Many State Library grants stipulate that grantees must have at least one full-time staff member holding a Master of Library Science or Master of Library and Information Science degree as a regular employee. With the previous Director's departure, the Library does not have a professional Librarian on staff. The Library is also operating on a 50% reduction in paraprofessional staff, having recently lost two of four Library Clerks. State Library grants represent a significant source of funding for programs, and the services of a professional librarian are required to continue receiving these program funding streams. In addition, the Willows Library is the only public library in Glenn County that is partially funded and not managed by the county library system. The City of Willows has an opportunity to plan the Library's future as a vibrant and flexible organization. Now is the time to conduct a comprehensive library analysis and create a plan that will carry the Library through near-term challenges and realize long-term goals.

GOALS

1. Assist in the search for a credentialed professional Librarian for the vacant Director position.
 - a. Develop job description, qualifications, and post to high-visibility library employment sites.
 - b. Screen candidates, and if desired, participate in interviews
2. Conduct a comprehensive library assessment of the Willows Library's
 - a. Budget and funding
 - b. Library use
 - c. Library resources, physical and digital
 - d. Programming
 - e. Staffing needs
 - f. Hours of operation
3. Investigate other Library grants for use as additional funding sources
4. Make recommendations for near and long-term needs based on the findings of the assessment.

METHODS

InFocus proposes the following methods and tools to produce a comprehensive report of findings and actionable recommendations that address the needs outlined in the Goals section above.

1. Director or Administrator search and screening for a professional Librarian
2. An online survey to gather metrics and feedback from stakeholders (community members, library patrons, members of the Library Advisory Committee, City of Willows employees) on the state of the library and their needs
3. Interviews with staff and Library Advisory Board members (onsite, Zoom)
4. A detailed accounting of Library resources, services, and programming, and the funding and costs attached to them
5. Library use metrics - **non-identifying** numerical data, such as foot traffic, items checked out, resources accessed, and the number of participants at events, etc.

MILESTONES

InFocus will develop a project plan in collaboration with the City of Willows and the Library Advisory Committee. Milestones include:

1. Staffing needs - facilitate search for new Director/Administration, Professional Librarian, and Paraprofessional staffing recommendations
2. Survey deployment
3. Follow-up interviews with stakeholders
4. Budget analysis and metrics
5. Report of findings and recommendations

SUBCONTRACTOR QUALIFICATIONS

INFOCUS LIBRARY CONSULTING

InFocus Library Consulting is a woman-owned, CA-certified SBE that provides consulting and contract library services to libraries and organizations of all sizes and types. With over 25 years of experience as professional Librarians and Consultants, we work in creative partnership with our library colleagues and the stakeholders in their communities, advocating and delivering programming and services that bring value to the communities they serve. Our experience enables us to develop flexible approaches and innovative solutions tailored to your community's specific needs. InFocus is pleased to offer its services to assist the City of Willows and the Willows Public Library in assessing the current state of the Library's programming, services, staffing levels, budget, and public use, and in developing a long-range actionable plan that will allow the Library to grow with the community by creating a lasting future vision. InFocus will work closely with the City of Willows, Library staff, and the Willows Public Library Board of Trustees to address stakeholder needs and expectations throughout the process. We value our clients and will be available after the project is complete to assist with the implementation of recommendations. From follow-up projects to phone calls, we are always available to our libraries. Our clients include: National Academy of Sciences, Criterion Edge, Los Angeles County Metropolitan Transportation Authority, Foundation for Science & Math Education, Wisconsin Department of Transportation, Missouri Department of Transportation, University of Iowa, Iowa Department of Transportation, Partners in Brainstorms, Arizona Department of Transportation, Tennessee Department of Transportation, TeenLife Media-US News.

CONSULTANTS

Maggie Sacco Curcio, MLS

Owner, Lead Consultant

Maggie is a professional Librarian and Library Consultant with over 25 years of experience working in and with academic, public, and special libraries. She founded InFocus Library Consulting in 2015, following her relocation to California. Previously, from 2010 to 2015, she served as the CEO and Lead Consultant at HS InFocus LLC, and as the Lead Library Consultant at CTC & Associates from 2005 to 2010, where she gained valuable knowledge of government funds management and reporting requirements that supplement her deep understanding of library services, technology, and workflows.. She has experience with library analysis, project management, survey design, data analysis, digital resource management, as well as public and technical services.

JonAnne Burns, MLS

Associate Consultant

JonAnne is a professional Librarian with over 20 years of experience in public, academic, and special libraries. She brings valuable skills and knowledge of the workings of libraries and government agencies to her consulting work. She is a talented information professional with exceptional research, data analysis, and writing skills who also brings valuable perspective from her experience as a government program analyst. JonAnne is a trusted partner and colleague in her library consulting work.

LIBRARY PROJECTS

Project: *Research Librarian and Special Projects*

Client: Los Angeles County Metropolitan Transportation Authority,

Status: Closed

Personnel: Maggie Sacco Curcio

InFocus was selected for a four-year project to advise the Metro Library, which included library assessments, annual reports, library relocation and space planning, resource trials and licensing, and digital collection cataloguing. Maggie devoted her time exclusively to this project for the duration of the contract and submitted reports to the Metro Board of Directors.

Reference: Matthew Barrett, Director, Library Services & Records Management

LA Metro

213-922-7444

barrettm@metro.net

Project: TRID Indexing and Abstracting Services

Client: National Academy of Sciences, Transportation Research Board

Status: Open

Personnel: Maggie Sacco Curcio, JonAnne Burns

Maggie and JonAnne provide their expertise in metadata, findability, and subject analysis as contract indexers for newly published born-digital and retrospective print research publications in the Transport Research International Documentation (TRID) database, the largest online bibliographic database of transportation research. They also actively participate in developing and refining the Transportation Resource Thesaurus.

Project: *Transportation Library Connectivity Pooled Fund Study, TPF-5(105)*. The Transportation

Client: Wisconsin Department of Transportation, National Cooperative Highway Research Program

Status: Closed

Personnel: Maggie Sacco Curcio, Patrick Casey, Kirsten Seeber

Library Connectivity Pooled Fund Study established and grew a vibrant consortium of transportation libraries across the U.S. Members included librarians and information professionals from state DOTs, university transportation centers, professional associations, and a major metropolitan transportation authority. Full-time library consultant Maggie Sacco Curcio worked with the members to pool their talents, energy, and resources to develop better ways to serve practitioners in transportation agencies. She provided technical assistance to member libraries and carried out a comprehensive annual work plan aimed at improving information access throughout the transportation community.

Reference: Patrick Casey, CEO, CTC & Associates LLC

608-345-8601

pat.casey@ctcandassociates.com

Project: *Transportation Library Connectivity & Development Pooled Fund Study, TPF-5(237)*

Client: Missouri Department of Transportation

Status: Closed

Personnel: Maggie Sacco Curcio, Dave Hemingway-Turner, Kirsten Seeber

The Transportation Library Connectivity and Development Pooled Fund Study was the follow-on study to TPF-5(105). With an expanded support staff of 2.5 consultants to offer technical assistance to member libraries, the consortium grew and completed numerous projects to enhance information access for the transportation library and research community.

Reference: Bill Stone, PE, Research Administrator, Construction and Materials
Missouri Department of Transportation
573-526-4328
william.stone@modot.mo.gov

Project: *Arizona Department of Transportation Library Needs Analysis, 2015 (Subcontractor)*
Client: Partners in Brainstorms
Status: Closed

Personnel: Maggie Sacco Curcio, Dave Hemingway-Turner, Kirsten Seeber
The goals of this research project were to determine the information needs of the ADOT staff, identify any unmet information needs, and understand how the Library can best serve internal and external stakeholders. Findings from this research included short- and long-range plans for ADOT to facilitate data-driven decisions regarding the Library's collection and services, staffing, physical space, and the development of outreach strategies to enhance the value of the Library within the department.

Reference: Debra C. Pryor, President, Partners in Brainstorms
(602) 953-5228
dpryor@pib1.com

Project: *Iowa Department of Transportation Library Services and Technology Assessment, IHRB-13-01 7/2/2013*
Client: Iowa Highway Research Board
Status: Closed

Personnel: Maggie Sacco Curcio, Dave Hemingway-Turner, Kirsten Seeber
This project scope included a comprehensive library assessment, encompassing the impact of Library services on research projects (ROI), a survey of IDOT staff, technology, collections, and space evaluations, as well as a disaster plan. The final report outlines several scenarios at various cost levels for improving the Iowa DOT Library's technological infrastructure and services to Iowa DOT and Iowa transportation researchers.

Reference Leighton Christiansen, National Transportation Library (formerly with IDOT)
U.S. DOT
202-366-2759
leighton.christiansen@dot.gov

Project: Tennessee Department of Transportation Library Strategic Plan
Client: Tennessee Department of Transportation
Status: Closed
Personnel: Maggie Sacco Curcio

InFocus provided TDOT with a detailed plan that included recommendations for sustaining the Library, including a streamlined collection, space planning, and staffing, as well as enhanced access, self-service options, and services during a period when professional staffing is considered unlikely. Maggie developed a comprehensive plan to maximize the use of the physical and digital collections and continue to realize the value of the existing collection, and also made recommendations for leveraging resources to augment the collection with new resources and connections to other agencies and groups dedicated to Transportation Knowledge Networks.

Reference: Sandi Hoff, Greater Tennessee Technology Council (formerly with TDOT)

sandi@technologycouncil.com

615-873-1284

COST ESTIMATE

Labor	Category	Rate	Hours	Cost
Maggie Sacco Curcio	Professional Services	\$100	80	\$8000
JonAnne Burns	Professional Services	\$65	30	\$1950
Total			110	\$9950
Travel (TBD)	Site visit (hotel, flight, car)	\$700		\$700
	Per Diem	\$86/day		\$258
Total				\$10,908

Why Hire a Library Consultant?

Hiring an experienced Library consultant is often the best investment you can make when pursuing any Library project. The reality is that Libraries must do more with less; it's more important than ever to focus on community needs and consider new alternatives. Sometimes it's hard to do that when you aren't sure what else is out there or where to start. Here are just a few reasons to consider hiring a consultant for assistance.

- 1. We are Librarians!** InFocus Library Consulting's lead and associate Consultants have over 25 years of experience as Librarians and consultants, hold M.L.S. degrees. We have worked in and with many different types of Libraries. We've seen most, if not all, of what our clients are confronting in their Libraries and we will put our first-hand and broad knowledge of the state of and trends in Library excellence to work for you.
- 2. Knowledge and experience.** Libraries and communities come in all shapes and sizes, and their needs are unique to each situation. An experienced consultant has learned from these differences and developed flexible approaches and novel solutions that best fit each Library.
- 3. Experience in identifying and engaging Library users and non-users.** The best Libraries are customer-focused, and the most effective path to success is through engaging with stakeholders. In addition to engaging those who actively use the Library, it is also essential to identify what is missing that might attract new users to the Library. Often, during engagement, community members tend to be more honest with independent consultants than they are with Library staff. A consultant with an approach focused on seeking community insight will be more likely to develop a successful plan.
- 4. Focused attention on the development of the plan.** With Library resources and staff often being stretched to the limit, a consultant can offer additional resources for efficiently and effectively keeping a plan on track. At the same time, it is best if the Library staff is involved in the process and able to continue the vision into the future. A consultant can remove much of the additional project workload, allowing staff to continue attending to the everyday needs of the Library while the plan continues to develop and evolve.
- 5. We have expertise in developing actionable plans.** While some librarians have participated in the planning process, often they have not led it and aren't comfortable in that role. A consultant can offer new analysis techniques, perspectives from other projects, and challenge ideas in a way that leads to a more robust outcome, considering a wider range of options.

- 6. We are a continuing resource for your success.** One significant advantage of working with a consultant is the collaborative relationship that develops and continues to grow over time. Most consultants are happy to keep in touch and answer questions long after a project is complete. They consider their clients to be peers, working together as a team, and mutual learning is taking place.
- 7. We facilitate knowledge transfer.** An engagement with a consultant is an opportunity for training and growth for any staff involved. The best consultants are concerned with helping a client learn what is changing and why, so they can use the approach and apply the learnings in the future, even after the consultant is gone.
- 8. We offer of an objective perspective.** A consultant will approach your project from a data-driven perspective. They review Library statistics, community data, and consult with the community, librarians, staff, and board. They incorporate benchmarks from other Libraries and apply all the quantitative and qualitative information to make recommendations. Since they enter the situation with no preconceived notions, they are better able to evaluate and either validate or challenge existing assumptions objectively.
- 9. We help you translate information into action.** Gathering the appropriate information for a project is part of the challenge, but translating it into a meaningful and actionable plan that comes to fruition is quite another concern. Experienced consultants are adept at this and customize the plan to each situation. The return on investment typically represents significant savings in operational efficiencies over time.
- 10. We develop plans laying the foundation for future work.** Regardless of the type of plan, it should develop a lasting vision. It helps provide rational justification for budgets, prioritizes programs, and directs efforts toward realizing objectives. A consultant can help ensure that critical areas of service are preserved and enhanced in the final plan and that the approach is forward-looking and comprehensive. The plan consists of necessary documentation that forms a comprehensive building plan for an architect to work from, ensuring continuity during a leadership transition. Communication of the final plan can increase community awareness of the Library and provide a motivating mission for leadership and staff.

Remember, your Library plan must be flexible and able to respond to change. Library services and spaces should be able to expand and contract in response to the pace of change and technological advancements. Collaborating with a Library consultant on your next project is an investment in your Library that will create value by incorporating insights and planning in a way that best serves your community in the years to come.

For more information about InFocus, visit us at: <https://infocuslibraryconsulting.com>



COMMENTS AND REPORTS