



201 North Lassen Street  
Willows, CA 95988  
(530) 934-5156

# Willows Library Board of Trustees Meeting

February 12th, 2026  
Willows Civic Center, Eubanks Room  
11:00 AM

## Board of Trustees

Dan Gupton, President  
Ardythe Brandon, Vice-President  
Kristel Bettencourt, Secretary  
Brian Ramos, Trustee  
Matt Busby, Trustee

## City Librarian

Christine Watson

## Agenda

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. 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 Christine Watson, City Librarian, [cwatson@cityofwillows.org](mailto:cwatson@cityofwillows.org).

- a. Minutes Approval**

Recommended Action: Approve the October 16<sup>th</sup>, 2025, meeting minutes.

- b. Minutes Approval**

Recommended Action: Approve the December 11, 2025, meeting minutes.

- 5. 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. City Librarian Update**

Recommended Action: Review reporting on circulation, patronage, programming, policy, and facility updates.

- b. Code of Conduct Policy Update**

Recommended Action: Approve code of conduct to include the outside of the building as well as within the library space.

c. **2026 Library Goals**

Recommended Action: Review and discuss the goals for the 2026 library program.

**6. INFORMATION & DISCUSSION ONLY**

Recommended Action: Library Board to discuss potential purchases and budgets for special projects.

Library Board will direct City Librarian to return with action items for April 2026 Library Board meeting. No staff reports included.

- a. Library Board of Trustees Book Purchase List
- b. United States 250<sup>th</sup> Anniversary
- c. Appointment of New Library Board Trustee

**7. COMMENTS & REPORTS**

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

**10. ADJOURNMENT**

**This agenda was posted on February 09, 2026.**

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Christine Watson, City Librarian

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.*



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# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

Willows Library Board of Trustees Meeting Minutes

October 16, 2025, Willows Library, Eubank Room 11:00 A.M.

1. Call to order- 11:02 a.m.
2. Pledge of Allegiance
3. Roll Call of Trustees Present: Chair Gupton, Vice-Chair Brandon, Trustees, Ramos and Bettencourt. City Council members Lori Pride and Matt Busby, liaison, Joe Bettencourt filling in for Marti Brown and member of the public, Jim Bettencourt
4. Public Comment
  - a. Action to approve minutes of Aug. 28, 2025 moved/seconded Ramos/Bettencourt
- 5 a. Joint Meeting with City Council (proposed by city manager)

Brandon suggested it be removed from the agenda due to already being on the agenda three times. Moved/seconded Brandon/Ramos. Chair-Gupton said that he is waiting for a response from the State Library Board. The library board's questions were sent to the legal department regarding this matter. For the last 14 years the library has had their board meetings in the Eubank room with Director Jodi Meza without problems. "Since her departure we have only had obstacles and opposition", Brandon said, and "We have not been able to move forward."

b. Vacant Position on the Library Board

The library board reiterated that the vacant position left when Lisa Kennedy resigned was to be flown to the community but has not yet been posted on the city website. Much discussion was about Matt Busby taking the vacant position and the candidates who have not been able to apply. The last meeting minutes showed that the position was going to be "flown" to the public. Brandon said that Marti Brown had told Ardythe to remove her comment about looking for a new library board member on "What's Happening in Willows". Discussion continued about the past practice and the legal purview regarding this matter. Brandon said to Matt to tell the city council to post the position on the city website. Matt Busby agreed and said, "Ok".

5. c. Use of Trust Funds

After hearing the library board's wishes and their awaiting word from the State Library Board on this matter, Joe Bettencourt suggested it be tabled. "The lines are blurry in our roles", said Busby and Gupton. Ardythe mentioned overstep and doesn't want to be reprimanded by the city. Brian Ramos said the dollar amount in Christine's report does not match with the city's account #209 in their 6/20/25 report.

d. Public Computer Fund

There was no new information regarding the previous fund balance discrepancy for account #209. Dan Gupton said that the board was promised an answer by City Manager, Marti Brown

and the finance director at the Aug. 28 th meeting that we would get an explanation in our October board meeting.

Christine said that she had asked Joanne in finance to run a clean report of the account. The original \$7,000 on June 20, 2025 was now showing \$300 according to the “Detail Report, Account Detail” 7/01/24 -6/30/25, two pages provided. Brandon suggested an outside auditor due to the still unexplained missing \$5,000 from account #209. Joe Bettencourt said he would look into it.

e. Library Technology Evaluation

Christine presented her packet of information related to the status of technology in the library and upgrades needed in the Eubank room, the lobby, the children’s room and the back room. She explained in detail the need for a mounted projector in the Eubank Room with a dedicated lap top, a smart t.v. and the need to remove all the old technology.

Christine said that the money to pay for this would come from ‘Impact funding’, development fees paid to the city in the planning phase with the city engineer. The fees get approved by the city council. The number \$147,000 was given when asked how much was in the library impact fund.

f. Library Update

Christine presented the other half of her packet reporting on grants, acquisitions, renovations, children’s programming, budget balances, data about patrons, computer usage, analysis and a plan for a new desktop computer and the back room. The new Willows Library FB page is now called ‘Willows Pub Lib’.

g. Holding Library Board Meetings in City Council Chambers

A controversial discussion took place. It was tabled until the next meeting.

h. Library Staff Luncheon

Brian Ramos said it would be the fifth year where the Friends of the Library thank the library employees and library volunteers with a luncheon. Requested from Christine were two possible dates in December when Lisa Kennedy and Ginger Flowerdew could also attend.

i. Board Education-Brown Act Training with City Attorney

Library board was in agreement for setting a date with the city attorney for the Brown Act Training.

a. Friends of the Library Report

A book sale is scheduled Saturday, December 6, 9:00- 2:00 in the breezeway by Ace Hardware. 95% are children's mint condition books ideal for Christmas gifts.

There will also be a \$2.00 a bag book sale in December inside the library.

Christine said she would not be able to accept funds from the Friends of the Library unless the status was updated as a 501 (c)(3). She said that Pilcrow requires this of her. Ramos asked if this was a state or city policy. Christine said it was city.

Brian said he would work on getting current on a 501(c) (3).

The next meeting is scheduled for December 11. Christine said she would try to get an audit of the computer fund for the dollar figure discrepancy.

Meeting adjourned 12:35

## Willows Library Board of Trustees Minutes

12-11-25

1. Meeting called to order at 11:00
2. Brian led the pledge of allegiance
3. Roll Call Present: Chair Gupton, Vice Chair Ardythe Brandon, Brian Ramos, Kristel Bettencourt (acting secretary), Karlene Price, city clerk and Lori Pride, city council member
4. Public Comment- Kristel asked to have the Public Comment section moved to the end of the agenda to avoid starting the meeting on a contentious start. She also asked to read a few points about respect and decorum to avoid controversy.
5. Minutes from the amended Aug. 28 board meeting were approved.
  - a. Moved/ seconded, Brandon/Ramos.
6. The concern for item 5.b. on the minutes from the Oct. 16<sup>th</sup> meeting was tabled until Brandon has a chance to listen to the audio transcript to be provided by Karleen Price. Ardythe's concern was regarding the discussion by Matt Busby and the library board regarding the vacant position and what he said.
7. The Five Principles of Public Library Trusteeship
  - a. Five points from the 2023 Library Toolkit were led by Brandon and discussed and agreed upon by the board. Item # 4 pertained to 'duties of the library board regarding library planning, leadership, policies and budgeting.' Christine's understanding is that the library board has control of the trust funds while the city controls the rest of the library funds.
  - b. Brandon and Gupton asked to have supporting physical documentation regarding the \$5,000 discrepancy in addition to the explanation given by the City Manager in an email to the library board. Gupton said he would email Marti for this.
8. Willows Public Library Update
  - a. Christine announced the approval by the city council to hire a full- time children's librarian. The matter of the chosen candidate to fill the library board position will be announced January 13<sup>th</sup>.
  - b. Christine also discussed the use of impact fees which have been in existence since 2008. These will be used for technology, additional square footage (ie the new carpet in the back room to be used by the public) and to replace computers. The question was brought up about using these funds to address the library door entrance, a long- term problem, but funds would need to come from a grant instead.

c. Christine shared some pages of reports regarding various grants. The first one is the thrift shop award for \$500.00 to be used for crafts and activities. Another was from the Carnegie Library for \$10,000. Then there was the Health Connect Grant for \$1,400 for health- related books and adult programming and \$3,000 for the technology portion of that health grant. Ardythe and Brian brought up the senior center as a place to contact those in need of these services. Christine said that she would be required to do three events for the year and is going to several meetings to access speakers and other ideas related to Health Connect.

#### 9. Friends of the Library Update

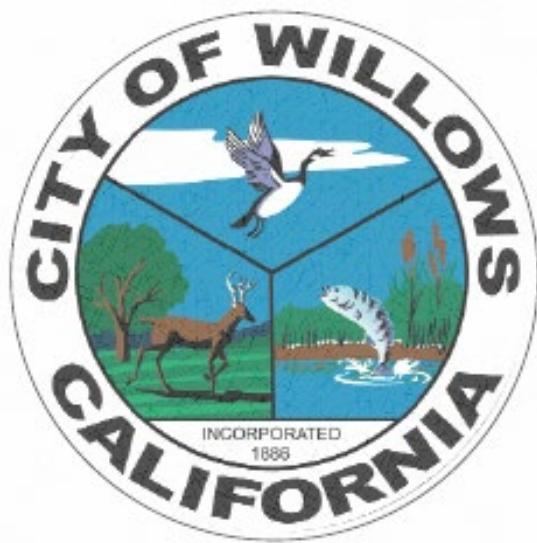
Brian shared that he and Kristel had a good turn-out at the Willows Christmas Faire held from 10:00 to 3:30 on Dec. 6. We had lots of good feedback and positive rapport with families and sold books for only .50 in order to clear out space in the Eubank Room. The amount received was \$108.50 recorded in the log book which has been presented to the library board for many years. All Friends' book sales and the ongoing sale section of the library has been recorded in this way. At the Christmas Faire the biggest request was for K-4<sup>th</sup> grade books. The Friends plan on a 1-day bag sale in January to continue to help provide Christine with more cleared spaces. As for the matter of non-profit status Brian applied, and the paper work is under way and has already received an EIN # for the 501(c)3.

#### 10. Board of Trustees Comments and Reports

Christine asked if there were other goals the board had. Brian and myself suggested using the King or Mc Dole Trust to give to the library \$250.00 or \$300.00 each month as part of a literacy component to bring in more children to the library who could start their own collection at home with free books. Getting the preschools and day cares involved was something Kristel suggested too. The idea is to get kids literate since Willows' reading test scores are lower than Hamilton City and Oakland said Brian and Ardythe. Christine said she hates to put the kibosh on the idea but has too many books at the moment from the programs Jodi had in place. It is something to consider for the future.

Lori Pride said that she would check on the matter of the Brown Act Training as Dan Gupton shared that he had not yet heard back from the city attorney yet. The next board meeting will be February 12, 2026.

#### 11. ADJOURNMENT: Meeting was adjourned at 12:25 moved/seconded Brian/ Bettencourt



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# **DISCUSSION & ACTION CALENDAR**



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Date: February 12, 2026

To: Library Board of Trustees

From: Christine Watson, City Librarian

Subject: Willows Public Library Update

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**Recommendation:**

Receive an update on circulation, patronage, programming, policy, and facility updates.

**Rationale for Recommendation:**

Regular updates given to ensure the Willows Library Board of Trustees are aware of the progress and needs of the City Librarian in regard to library strategic planning.

**Background:**

The City Librarian informed board members of the status of several state grants for Willows Public Library (WPL). Additionally, the City Librarian informed the board of library data and the progress of the backroom renovations. Additionally, programming information and data were reviewed as well as the current needs of the library.

**Discussion & Analysis:**

The City Library will inform the members of the board on the status of grants, library data and budgets, as well as goals for the next 60 days.

**Fiscal Impact:**

There is no fiscal impact by discussing the progress and goals of the Willows Public Library.

**Attachments:**

- Attachment 1: Financial Records for all library accounts
  - a. 204 McDole Trust
  - b. 205 F. King Trust
  - c. 301 Library Fund
- Attachment 2: Library Update Slides



City of Willows

## Account Detail

Date Range: 07/01/2025 - 01/31/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>204 - MCDOLE TRUST LIBRARY</b>								
<b>Revenue</b>								
	<a href="#">204-000-76600</a>	INTEREST EARNED	0.00	0.00	0.00	48.26	48.26	-48.26 0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account	Amount
10/13/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25				48.26
				Revenue Totals:	0.00	0.00	48.26	48.26 -48.26 0.00%
<b>Expense</b>								
	<a href="#">204-000-49999</a>	TRUST FUND EXPENSES		0.00	0.00	0.00	332.73	332.73 -332.73 0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account	Amount
09/09/2025	APPKT00484	17VR-HRXD-N13C	55929	KIDS SEATING RUG - BOARD TRUST FUND	1052 - AMAZON CAPITAL SERVICES			332.73
				Expense Totals:	0.00	0.00	332.73	332.73 -332.73 0.00%
				204 - MCDOLE TRUST LIBRARY Totals:	0.00	0.00	380.99	380.99 -380.99 0.00%
				Report Total:	0.00	0.00	380.99	380.99 -380.99 0.00%

**Fund Summary**

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
204 - MCDOLE TRUST LIBRARY	0.00	0.00	0.00	380.99	380.99	-380.99	
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>380.99</b>	<b>380.99</b>	<b>-380.99</b>	



City of Willows

## Account Detail

Date Range: 07/01/2025 - 01/31/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>205 - FRANCIS KING</b>								
<b>Revenue</b>								
	<a href="#">205-000-76600</a>	INTEREST EARNED	0.00	0.00	0.00	69.92	69.92	-69.92 0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account	Amount
10/13/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25				69.92
				Revenue Totals:	0.00	0.00	69.92	69.92 -69.92 0.00%
				205 - FRANCIS KING Totals:	0.00	0.00	69.92	69.92 -69.92 0.00%
				Report Total:	0.00	0.00	69.92	69.92 -69.92 0.00%

**Fund Summary**

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
205 - FRANCIS KING	0.00	0.00	0.00	69.92	69.92	-69.92	0.00%
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>69.92</b>	<b>69.92</b>	<b>-69.92</b>	<b>0.00%</b>



City of Willows

## Account Detail

Date Range: 07/01/2025 - 01/31/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>301 - GENERAL Expense</b>								
<u><a href="#">301-120-40100</a></u> WILLOWS LIBRARY - POSTAGE EXPENSE								
		0.00	350.00	0.00	0.00	0.00	350.00	100.00%
<u><a href="#">301-120-40300</a></u> TRAINING & TRAVEL								
		0.00	575.00	0.00	136.07	136.07	438.93	76.34%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/11/2025	APPKT00484	PRICE083125-04	55973	DONUT WHEEL - LIBRARY BOARD MEETIN	2484 - UMPQUA BANK COMMERCIAL CARD		17.89	
09/11/2025	APPKT00484	PRICE083125-07	55973	STARBUCKS - LIBRARY BOARD MEETING -	2484 - UMPQUA BANK COMMERCIAL CARD		22.00	
10/23/2025	APPKT00502	BROWN093025-01	56106	THE COOKIE TREE - LIBRARIAN MEET & G	2484 - UMPQUA BANK COMMERCIAL CARD		65.00	
10/23/2025	APPKT00502	PRICE039025-01	56106	MARVAL - WATER - LIBRARIAN MEET & G	2484 - UMPQUA BANK COMMERCIAL CARD		9.18	
10/23/2025	APPKT00502	PRICE093025-02	56106	STARBUCKS - COFFEE - LIBRARIAN MEET	2484 - UMPQUA BANK COMMERCIAL CARD		22.00	
<u><a href="#">301-120-40400</a></u> ADVERTISING								
		0.00	0.00	0.00	915.00	915.00	-915.00	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/13/2025	APPKT00474	PRICE073125-02	55885	EDJOIN - CITY LIBRARIAN POSTING - LIBRA	2484 - UMPQUA BANK COMMERCIAL CARD		250.00	
08/13/2025	APPKT00474	PRICE073125-03	55885	TRIPEPI SMITH - CITY LIBRARIAN POSTIN	2484 - UMPQUA BANK COMMERCIAL CARD		365.00	
08/13/2025	APPKT00474	PRICE073125-04	55885	WESTERN CITY MGZN-CITY LIBRARIAN PO	2484 - UMPQUA BANK COMMERCIAL CARD		300.00	
<u><a href="#">301-120-40500</a></u> DUES & SUBSCRIPTIONS								
		0.00	100.00	0.00	91.00	91.00	9.00	9.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
10/24/2025	GLPKT01891	JN03195		CODING CORRECTION SVM 10-24-25			91.00	
<u><a href="#">301-120-40999</a></u> SPECIAL DEPARTMENT								
		0.00	1,000.00	0.00	117.51	117.51	882.49	88.25%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/11/2025	APPKT00474	127550	55891	KEYS - LIBRARY	2295 - WILLOWS ACE HARDWARE		19.54	
10/22/2025	APPKT00502	102425WPL	56102	ANNUAL SUBSCRIPTION - LIBRARY	2041 - SACRAMENTO VALLEY MIRROR		91.00	
10/24/2025	GLPKT01891	JN03195		CODING CORRECTION SVM 10-24-25			-91.00	
11/17/2025	APPKT00518	66527806-0533	56199	9-15-25 - SURCHARGE - LIBRARY	2265 - WASTE MANAGEMENT		62.53	
01/22/2026	APPKT00548	PRICE123125-05	56378	AMAZON - FLAG FOR LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD		35.44	
<u><a href="#">301-120-41000</a></u> MATERIALS & SUPPLIES								
		0.00	2,500.00	0.00	1,252.50	1,252.50	1,247.50	49.90%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/09/2025	APPKT00484	1PT4-6RLG-Q4D1	55929	MINECRAFT PLAYSET- CHILDREN'S SERVIC	1052 - AMAZON CAPITAL SERVICES		52.17	
09/09/2025	APPKT00484	1R9M-MW1X-R3GX	55929	THERMAL PAPER - SUPPLIES - LIBRARY	1052 - AMAZON CAPITAL SERVICES		23.23	
10/23/2025	APPKT00502	WATSON093025-01	56106	AMAZON - OFFICE SUPPLIES - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD		77.55	

## My Detail vs Budget Report

Date Range: 07/01/2025 - 01/31/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#"><u>301-120-41000</u></a>	MATERIALS & SUPPLIES - Continued	0.00	2,500.00	0.00	1,252.50	1,252.50	1,247.50	49.90%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>	<b>Amount</b>
10/23/2025	APPKT00502	WATSON093025-02	56106	WALMART - OFFICE SUPPLIES - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			21.85
10/23/2025	APPKT00502	WATSON093025-05	56106	AMAZON - TONER - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			721.07
12/18/2025	APPKT00530	131743	56286	BOLTS, BRACE, FASTENERS & SPRING-CAB	2295 - WILLOWS ACE HARDWARE			86.39
12/18/2025	APPKT00530	131745	56286	U BOLT EXCHANGE - CABNETS - LIBRARY	2295 - WILLOWS ACE HARDWARE			2.83
12/18/2025	APPKT00530	131753	56286	STUDSENSOR & BATTERY - CABNETS - LIB	2295 - WILLOWS ACE HARDWARE			39.13
12/19/2025	APPKT00530	PRICE113025-04	56282	AMAZON - FURNITURE MOVERS - LIBRAR	2484 - UMPQUA BANK COMMERCIAL CARD			68.50
12/19/2025	APPKT00530	WATSON113025-16	56282	AMAZON - SUPPLIES - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			20.56
12/19/2025	APPKT00530	WATSON113025-17	56282	AMAZON - SUPPLIES - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			12.01
12/19/2025	APPKT00530	WATSON113025-19	56282	AMAZON - SUPPLIES - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			96.82
12/19/2025	APPKT00530	WATSON113025-23	56282	AMAZON-LARGE 2026 STAFF-EUBANKS W	2484 - UMPQUA BANK COMMERCIAL CARD			30.39
<a href="#"><u>301-120-41002</u></a>	LIBRARY PRINT MATERIALS	0.00	10,000.00	0.00	3,301.66	3,301.66	6,698.34	66.98%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>	<b>Amount</b>
07/16/2025	APPKT00460	3148868	55798	MAGAZINE RENEWAL FY25/26 - LIBRARY	2317 - WTCOX			202.54
08/11/2025	APPKT00474	999100741836	55858	LARGE PRINT BOOKS - LIBRARY	1219 - CENGAGE LEARNING INC/GALE			59.16
11/19/2025	APPKT00518	WATSON103125-14	56192	BARNES & NOBLES - MATERIALS - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			1,326.76
12/19/2025	APPKT00530	WATSON113025-01	56282	DEMCO - PROCESSING & REPAIR SUPPLIES	2484 - UMPQUA BANK COMMERCIAL CARD			1,207.70
12/19/2025	APPKT00530	WATSON113025-05	56282	AMAZON - MATERIALS - PATRON REQUES	2484 - UMPQUA BANK COMMERCIAL CARD			84.24
12/19/2025	APPKT00530	WATSON113025-18	56282	AMAZON - BOOKS - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			318.52
12/19/2025	APPKT00530	WATSON113025-22	56282	AMAZON - STORYTIME BOOK - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			16.30
01/22/2026	APPKT00548	WATSON123125-12	56378	AMAZON - MATERIALS - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			28.10
01/30/2026	APPKT00555	999101737043	56390	PAPERBACK BOOKS - LIBRARY	1219 - CENGAGE LEARNING INC/GALE			13.97
01/30/2026	APPKT00555	999101808745	56390	PAPERBACK BOOKS - LIBRARY	1219 - CENGAGE LEARNING INC/GALE			44.37
<a href="#"><u>301-120-43100</u></a>	EQUIPMENT MAINTENANCE	0.00	1,500.00	0.00	438.71	438.71	1,061.29	70.75%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>	<b>Amount</b>
08/26/2025	APPKT00479	128210	55923	KEYS - EUBANK ROOM - LIBRARY	2295 - WILLOWS ACE HARDWARE			6.49
10/22/2025	APPKT00502	129649	56110	CASTERS - BOOK CART - LIBRARY	2295 - WILLOWS ACE HARDWARE			99.98
12/19/2025	APPKT00530	WATSON113025-20	56282	AMAZON - MOTION SENSING RECHARABL	2484 - UMPQUA BANK COMMERCIAL CARD			36.67
12/19/2025	APPKT00530	WATSON113025-25	56282	BRODART - SHELVING - LIBRARY	2484 - UMPQUA BANK COMMERCIAL CARD			295.57
<a href="#"><u>301-120-44000</u></a>	CONTRACTUAL SERVICES	0.00	5,000.00	0.00	5,877.00	5,877.00	-877.00	-17.54%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>	<b>Amount</b>
07/14/2025	APPKT00460	2328	55776	FY2025-26 ANNUAL UNFUNDED ACCRUE	1855 - NORTHNET LIBRARY SYSTEM			2,126.00
07/14/2025	APPKT00460	2380	55776	FY 25-26 NORTHNET LIBRARY SYSTEM ME	1855 - NORTHNET LIBRARY SYSTEM			661.00
07/14/2025	APPKT00460	9118	55753	LIBRARY KOHA SOFTWARE SUPPORT - FY	1158 - BYWATER			3,090.00
<a href="#"><u>301-120-45000</u></a>	TELEPHONE - COMMUNICATIONS	0.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>		<b>Project Account</b>	<b>Amount</b>
07/28/2025	APPKT00466	000023794814	55805	BAN - 9391061615 - 06-19-25 TO 07-18-2	1008 - A.T. & T.			162.93

## My Detail vs Budget Report

Date Range: 07/01/2025 - 01/31/2026

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#"><u>301-120-45000</u></a>	TELEPHONE - COMMUNICATIONS - Continued	0.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account	Amount
07/28/2025	GLPKT01895	JN03200		CODING CORRECTION - ATT 7-28-25				-162.93
11/05/2025	APPKT00506	000024238224	56115	BAN - 9391061615 - SERVICE 9-19-25 TO	1008 - A.T.& T.			113.53
11/07/2025	GLPKT01781	JN03160		CODING CORRECTION - ATT - 11-7-25 - W				-113.53
				Expense Totals:	0.00	23,525.00	0.00	12,129.45
				301 - GENERAL Totals:	0.00	23,525.00	0.00	12,129.45
				Report Total:	0.00	23,525.00	0.00	12,129.45

**Fund Summary**

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
301 - GENERAL	0.00	23,525.00	0.00	12,129.45	12,129.45	11,395.55	48.44%
<b>Report Total:</b>	<b>0.00</b>	<b>23,525.00</b>	<b>0.00</b>	<b>12,129.45</b>	<b>12,129.45</b>	<b>11,395.55</b>	<b>48.44%</b>

# LIBRARY UPDATE

December 2025 & January 2026

1

## Grants

- CLLS Literacy Grant 24-25 still not finalized
  - working diligently to fix corrections
- Pilcrow Grant Finalized
  - Utilized \$400 past donations
  - Recieve \$1200 in children's materials
- Health Connections Grant
  - Health related books arrived and in processing
  - Hybrid programming technology list provided to Califa
  - Glenn County Public Health & Enloe Hospital & Willows Fire Department

2

# Grants

- Empowering Access State Opportunity
  - Light table
  - Mobile Cooking Station
  - Sewing Machines
- Received \$10,000 Carnegie Foundation Check
- Submitted reporting
  - CA Parks Pass
  - Zip Grant
  - 25-26 CLLS Grant

3

## Zip Books 2025-2026

\$3,141 left to spend

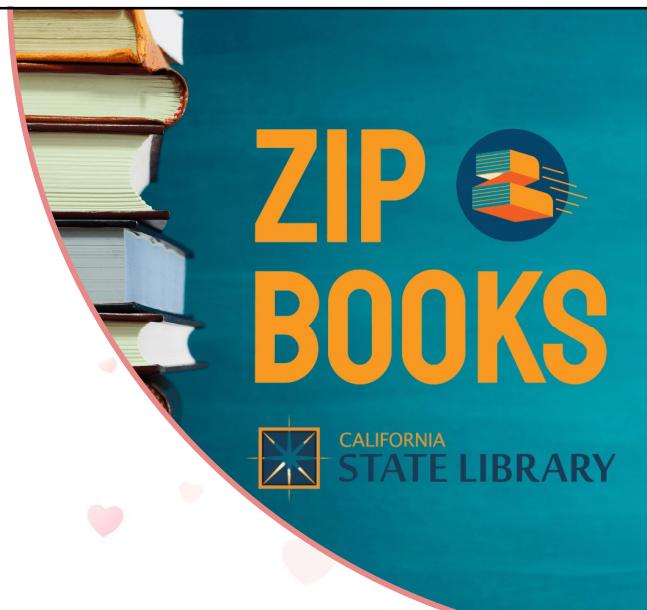
\$1,610 spent so far

Goals:

Spanish Speakers = 11

Seniors = 10

New Users = 18



4

2

## Other

- NorthNet Administrative Council Meeting
  - Overdrive/Libby Funding
  - Got Reporting access
- Participated in State survey initiative January 25-31st "Every Story Counts"
- Free book shipment sponsored by California Library Association for USA 250th
- Purchased Summer Reading Resources & Incentives
  - used Quality Counts Grant funds

5

## Renovations

- Final organization of items
- Repair of broken book trucks
  - welding by Public Works
- Patron safety in all areas
- Update cabinets with inexpensive material
- Privacy film on door to main library space
- more seating

Goal: Ensure office/program space is functional and effective

6

# Librarian Office Space



7

# Children's Programming Area



8

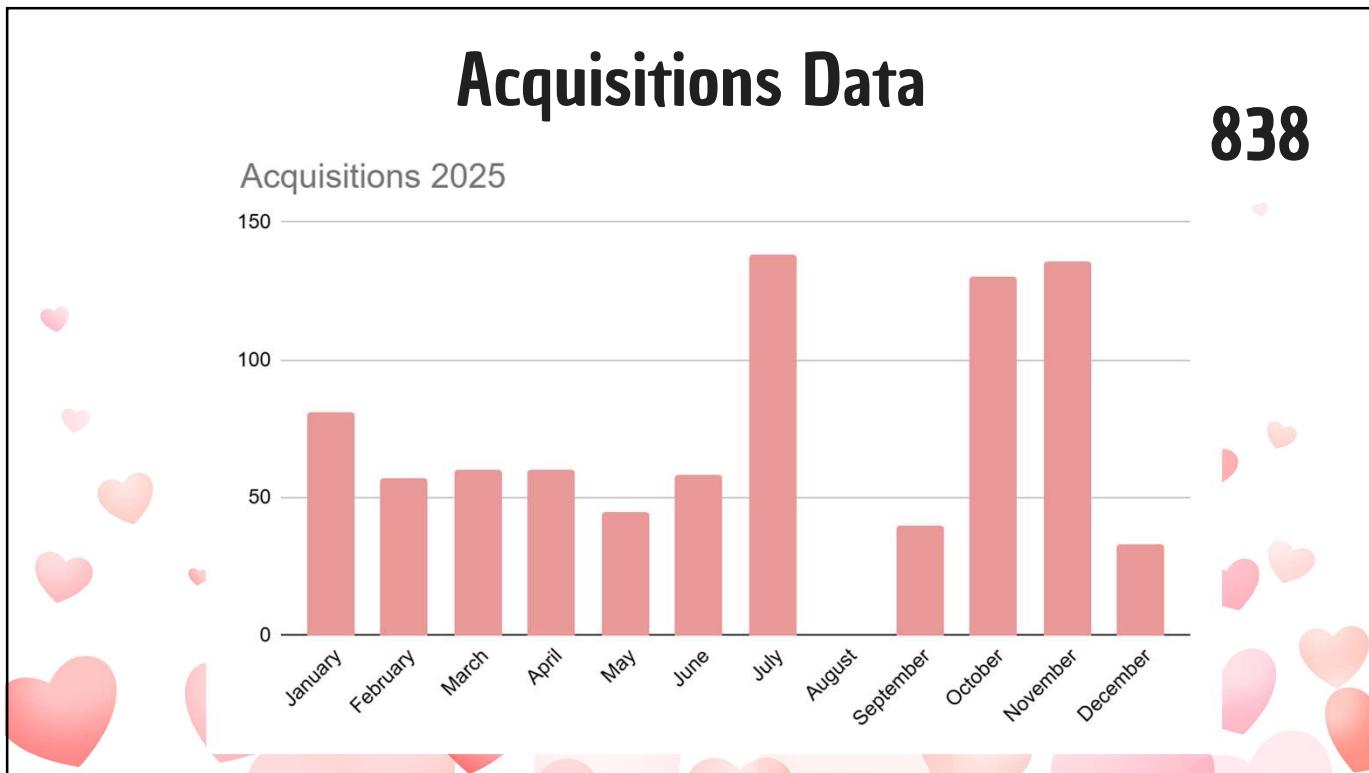
# Storytime Maker Time

S: 75  
Average - 15  
M: 46  
Average - 9+  
Movies: 1 event for January

Guest Reader Feb 18th

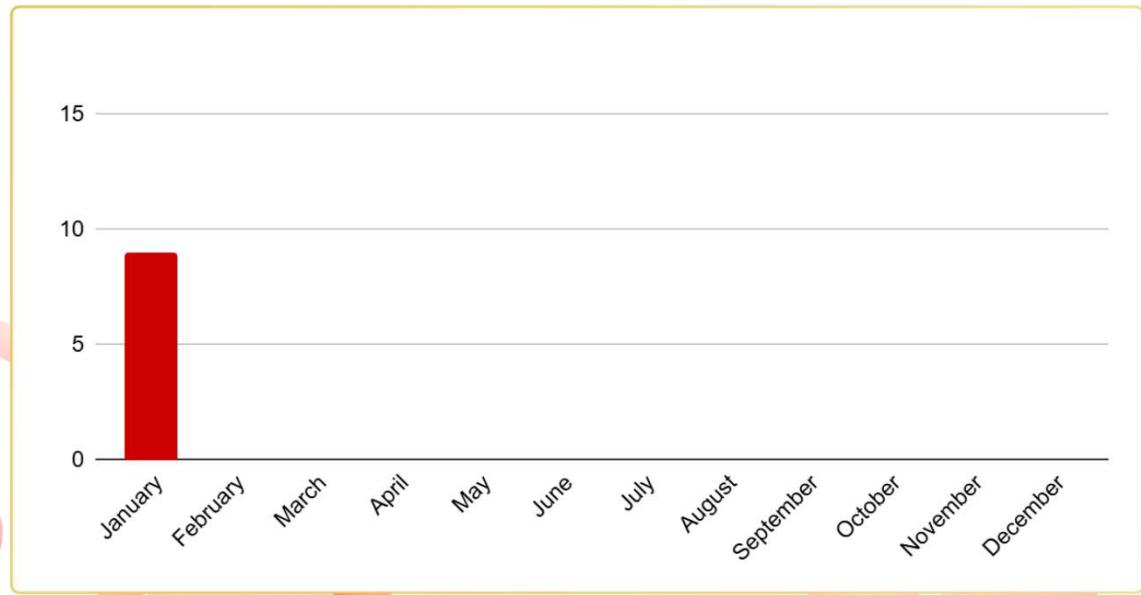


9



10

## Acquisitions Data



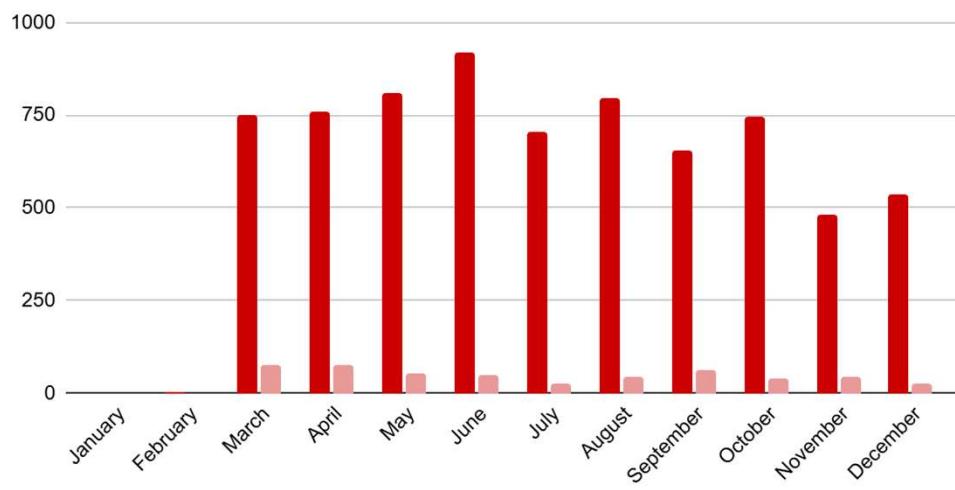
11

## Door + Computer Usage

7,136  
498

Door and Computer 2025

■ Door ■ Computer

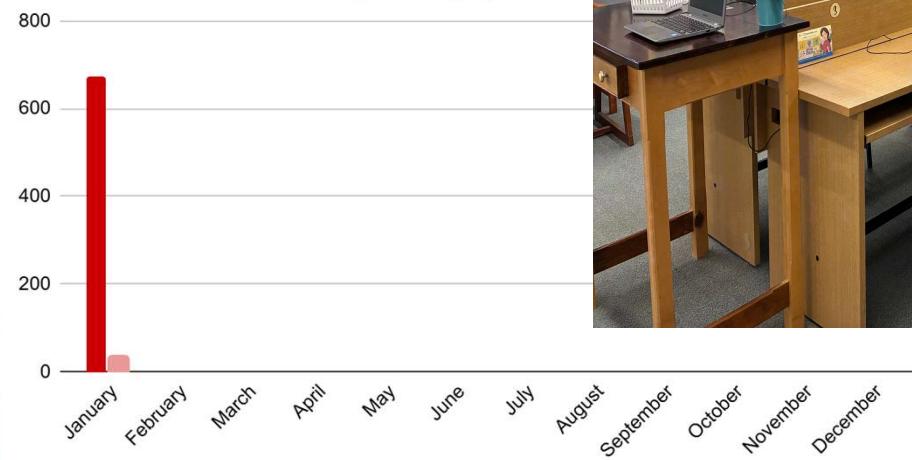


12

# Door + Computer Usage

Door and Computer

■ Door ■ Computer



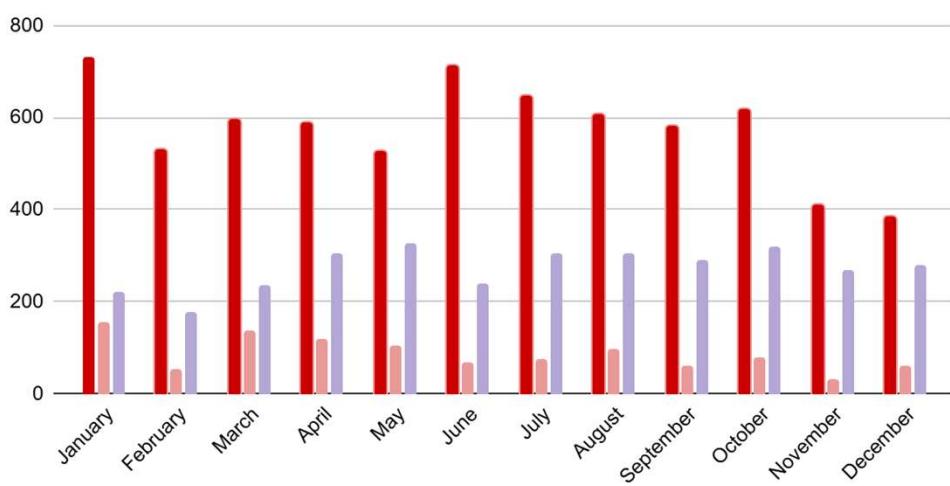
13

# Circulation

Circulation 2025

■ Out ■ Renew ■ eBook

6,952  
1,044  
3,274

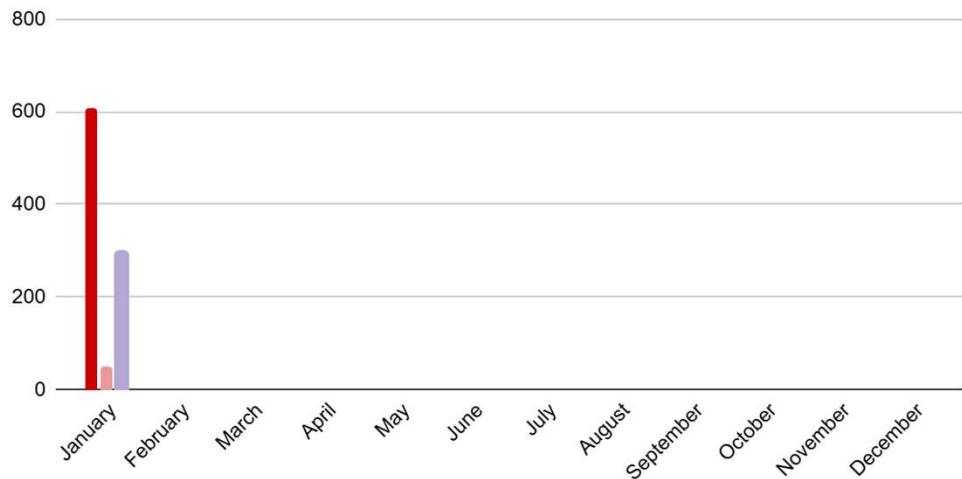


14

# Circulation

Circulation

■ Out ■ Renew ■ eBook

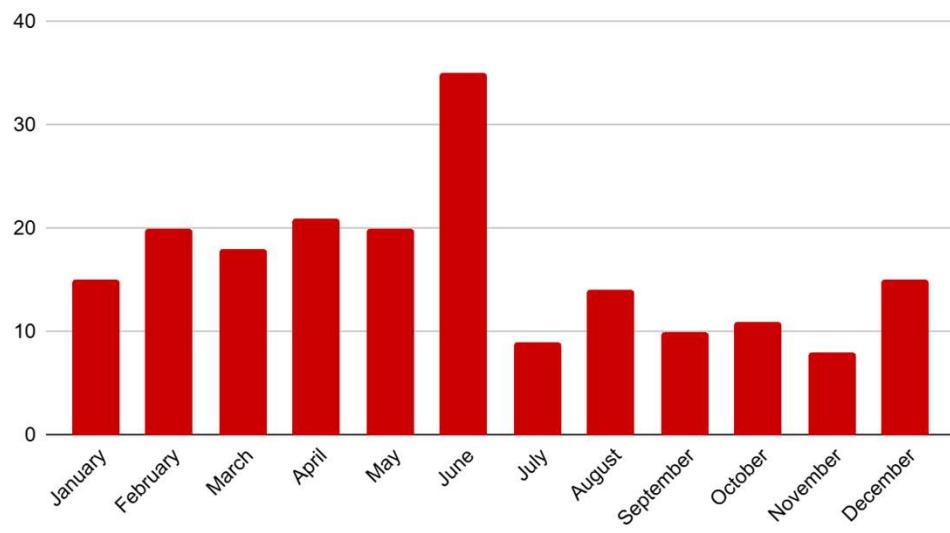


15

# New Patrons

196

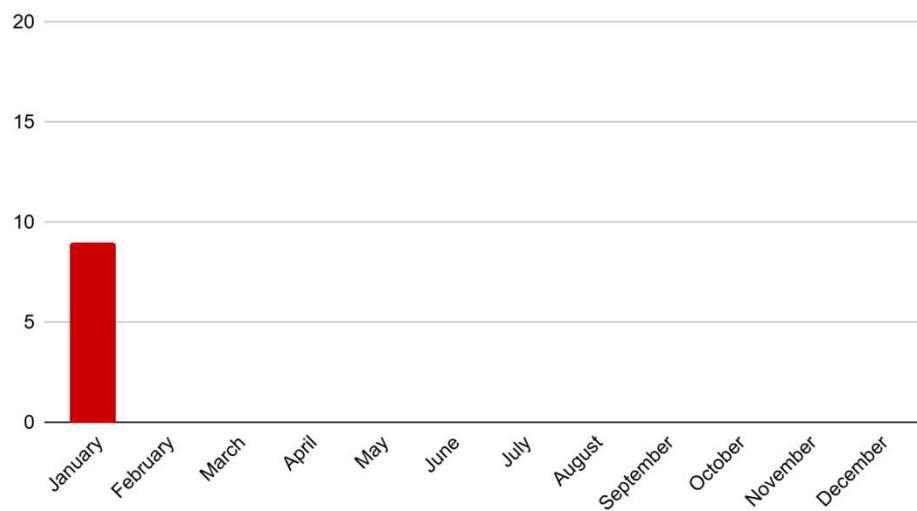
New Patrons 2025



16

# New Patrons

New Patrons



17

## FYI

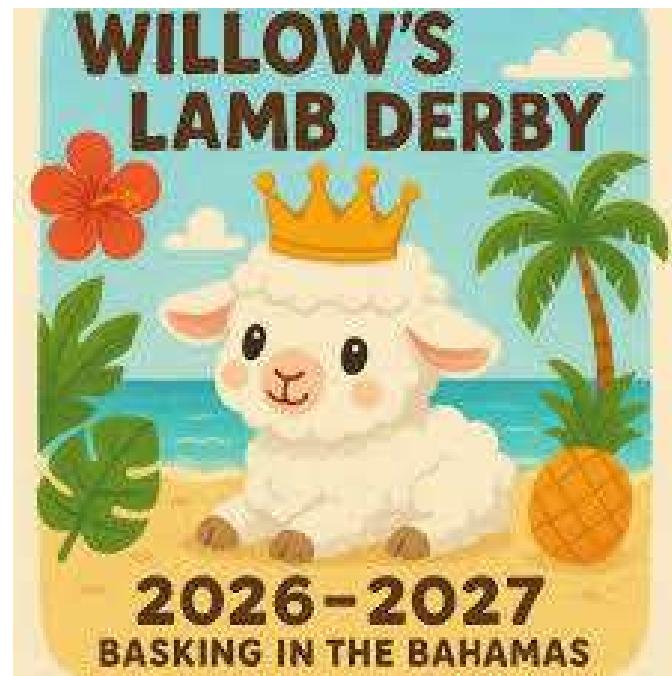
- Consistent time to catalog/process/order
- Budget planning for 26-27 March
- Hiring of Children's Librarian
  - Interviews happening this week
- Summer Reading programming
  - at least 1 event each month



18

## Needs

- FOL items in closet or removed
- Local Agricultural Contact
  - Farm to Summer Programming
- Lamb Derby Historical information





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Date: February 12, 2026  
To: Library Board of Trustees  
From: Christine Watson City Librarian  
Subject: Code of Conduct Policy Update

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**Recommendation:**

Approve code of conduct to include the outside of the building as well as within the library space.

**Rationale for Recommendation:**

Policy has not been updated since 2011 but does a great job of ensuring community members utilize the library space respectfully of staff and other patrons.

**Background:**

The City Librarian questioned whether the City of Willows had any policy in place which prohibited unhoused community members from sleeping just outside the building blocked walkways. With no current policy in place but recognizing the 2011 version of the library Code of Conduct included direction on this matter. With a small adjustment to include the immediate surroundings of the library building, unhoused community members would be encouraged to remain inside to utilize library resources and keep outdoor spaces free of hazards and ensure the safety of staff and patrons.

**Discussion & Analysis:**

The City Library will review the language used in the Code of Conduct and the proposed changes to the statement for their approval.

**Fiscal Impact:**

There was a very small fiscal impact of purchasing a sign to place in the area affected by the policy change.

**Attachments:**

- Attachment 1: Revised Code of Conduct

CITY OF WILLOWS  
LIBRARY POLICY MANUAL

**POLICY:14**

**SUBJECT:** Rules of Conduct

**EFFECTIVE DATE:** 2/26

**The Willows Public Library welcomes all patrons who comply with these  
Rules of Conduct.**

The purpose of these rules is to ensure that all patrons of the Willows Public Library have access to and use of library facilities in a quiet, orderly, sanitary and safe atmosphere, unhindered and undisturbed by the disruptive actions and behavior of others.

A person will be immediately expelled and suspended for committing or attempting to commit a serious offense, including assault; battery; theft; vandalism; sexual offenses; offensive touching; harassment, stalking or threatening behavior; the use of alcohol or controlled substances; or having unsanitary bodily hygiene so offensive to other persons that it constitutes a nuisance in the Library.

A person engaged in the following behaviors will be asked to stop the behavior, and may be asked to leave the library. Failure to comply with requests may result in suspension from the Library premises. **Any person who refuses to leave the library when asked to do so will be suspended from the Library premises and authorities will be notified. (California Penal Code 602)**

- Disorderly behavior, loud talking, offensive language, or engaging in noisy or boisterous activities.
- Using cell phones, computers or other auditory devices in a manner that disturbs others. Loud or extended conversations should be moved outside the library.
- Leaving children unattended anywhere on the Library premises if they are under the age of 9 or if such children interfere with or disrupt other's use of the library.
- Misuse of library furniture or equipment.
- Interfering with or blocking free passage with bicycles, large backpacks, and other bulky items.
- Leaving personal belongings unattended.
- Giving speeches or handing out literature in the Library (however, such conduct may be allowed at Library programs upon receiving permission from the appropriate Library staff).
- Soliciting money on the Library premises.
- Smoking, bathing or sleeping in or around the library. Smoking within 20 feet of library entrances and windows is prohibited. (California Government Code 7597) Eating and drinking are only allowed in tiled floor area and prohibited in all other areas.
- Bringing animals, other than service animals, into the library.
- Entering or remaining in the Library without shirt and/or shoes.
- Grouping around single computer stations.
- Using someone else's identification or library card number to access computers or check out items.
- Processing weapons of any kind of Library premises.

Approved by Library Board of Trustees on 2/12/20260. Adopted by Willows City Council 2/24/2026.

City of Willows Library

Policy manual

2026 Edition

Index



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Date: February 12, 2026  
To: Library Board of Trustees  
From: Christine Watson City Librarian  
Subject: 2026 Library Goals

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**Recommendation:**

Review and discuss the goals for the 2026 library program.

**Rationale for Recommendation:**

The City Library and the Library Board of Trustees will review the goals for the year annually at the first meeting of the calendar year.

**Background:**

The City Librarian was informed at the last meeting to prepare a series of goals for the coming year for the Library to share with the Library Board.

**Discussion & Analysis:**

The City Library will review the goals for programing, staffing, the collection, and online presence for the library in 2026.

**Fiscal Impact:**

There is no fiscal impact around the discussion of goal setting.

**Attachments:**

- Attachment 1: Library Goals

# Willows Public Library

## Annual Goals

Created January 14, 2026

Key: **Achieved**

~~No longer actively pursued~~

**In progress**

### 2025-2026

- Complete backroom renovation
- Expend all 2008 Impact fees
  - Library of Things
  - Outdoor space
  - Technology Upgrades
- Evaluate full library collection
  - Discard items from unused nonfiction sections
  - immediate purchasing
- Migrate IT support to Matson & Isom as directed and supported by the City of Willows
- Clean and organize all library spaces
  - Focus on safety and accessibility
- Hire full-time Children's Librarian
- Ensure staff have all necessary keys to library building
- Migrate the library website to the City of Willows
  - Update all pages
  - Ensure accessibility and best practice
- Complete at least 4 public programs which require community partnerships
  - [Santa's Visit](#)
  - [Clifford the Big Red Dog with KIXE PBS](#)
  - Glenn County Public Health
  - Enloe Hospital
- Create more storytime kit backpacks using children's donation funds
- [Modify processing to streamline the section designations](#)

### 2026-2027

- Update all library procedures and staff manual
- Continue GCOE Literacy grant process with improvements to tracking programs and financials
- Ensure Compass databases are accessible through the library website
- Purchase new desktop computers for the library
- Continue to develop the collection to ensure adequate growth is possible in all sections

- Staff training to support professional goals
- Update microfilm station if technology improvements require upgrade
- Ensure all promotions are bilingual and reaching all community members
- Participation in community events if staffing allows
- Maintain access to current grants and add at least 1 new grant opportunity
- Migrate two library clerks to library technicians to support acquisitions and processing
- Evaluate library staff using professional goals of the individual in mind
- Collaborate with the City of Willows and the Willows Museum to integrate resources and programming
- Purchase art for Teen Cafe to be printed and hung which is more appealing to young people
- Ensure digital access to Willows archived newspapers
- Review all old files for the library for better historical understanding and future strategic planning
- Utilize California State Library Professional Development resources to maintain professional practice

## **2027-2028**

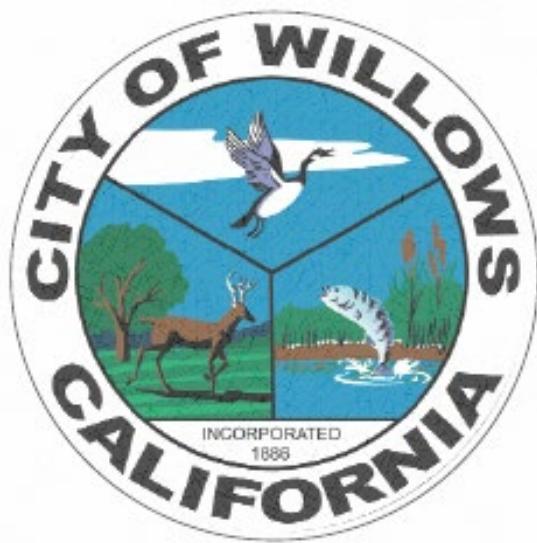
- Collaborate with local school district to support Student Success Cards
- Ensure all areas of the library and work areas are accessible for both the worker and patron
- Improve signage throughout library space to be more accessible
  - High contrast lettering
  - Repeated
- Ensure programming for the library is well funded and sustainable
- Develop stronger relationships with school libraries to better support library goals and initiatives
- Attend state or national library conference for libraries to ensure City Librarians professional growth and understanding of library best practice
- Rejuvenate children's sections decorations

## **2028-2029**

- Create an online presence for archive materials to be housed digitally which ensures access overtime
- 

## **2029-2030**

- Participate more widely in California State Library initiatives which require time of the City Librarian



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# INFORMATION & DISCUSSION



# COMMENTS AND REPORTS