



# Willows Library Board of Trustees Meeting

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

April 9, 2026  
Willows Civic Center, Eubanks Room  
11:00 AM

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

## Agenda

City Librarian  
Christine Watson

### 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 February 12, 2026, 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. Willows Public Library Update

Recommended Action: Review the Library Update (Attachment 1) and discuss the achievements and goals for the Willows Public Library for the next 60 days.

#### b. USA 250<sup>th</sup> Celebration Literacy Giveaway

Recommended Action: Approve the use of \$20,000 from trust funds to purchase historical books for youth in the Willows community to support literacy development.

### 6. COMMENTS & REPORTS

#### a. Friends of the Willows Public Library Report

#### b. Board of Trustees Comments & Reports

- Set agenda items for the June meeting.

## 7. ADJOURNMENT

**This agenda was posted on April 3, 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 Minutes

February 12, 2026

1. Meeting called to order at 11:02.
2. Brian led the pledge of allegiance.
3. Roll Call Present: Chair Gupton, Trustees Brian Ramos and Kristel Bettencourt, Karleen Price, Lori Pride and recently added trustee, Matt Busby, Absent Ardythe Brandon
4. a. Oct. 16<sup>th</sup> minutes approved moved/seconded, Bettencourt/Ramos  
b. Dec. 11 minutes approved moved/seconded, Bettencourt/Ramos
5. a. Christine Watson gave the City Librarian update.

b. Code of Conduct Policy was discussed as there had been a homeless individual creating repeated problems for staff and patrons. HHA has offered to help him with housing, but he declined.

c. Library goals for 2026 were recommended by Christine. She gave a lengthy and thorough library update from December 2025 to January 2026 with numerous colorful, informative handouts regarding grants, renovations, technology, annual goals and numerous other reports.

6. a. The trustee members gave their respective lists of over 200 book title suggestions for the next purchase opportunity. Bettencourt asked if it was possible to help Christine and staff to sort and discard outdated books. Christine said there were many factors involved and would not be feasible at this time.  
  
b. The 250<sup>th</sup> anniversary of our country is this year, and the Friends want to purchase history and civics related elementary and junior high - level books as a way to educate our youth about the United States. The plan originated by Brian is to motivate elementary and junior high students to get a Willows library card to receive a free new book related to the 250<sup>th</sup> anniversary. Issues were raised by the city attorney regarding the notion of books donated to schools instead of the city library. In order to follow the guidelines of trust funds, students in schools would need to come to the library with a library card to receive a free book.  
  
c. Matt Busby is the new trustee on the library board.

7. a. The Friends of the Library announced their next book sale on Tuesday, March 24 in the Eubanks room 9:00-4:00.

8. Adjournment 12:32



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# DISCUSSION & ACTION CALENDAR



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Date: April 9, 2026  
To: Library Board of Trustees  
From: Christine Watson, City Librarian  
Subject: Willows Public Library Update

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**Recommendation:**

Review the Library Update (Attachment 1) and discuss recent achievements and goals for the Willows Public Library over the next 60 days.

**Rationale for Recommendation:**

Regular updates are provided to ensure the Library Board of Trustees remains informed of the progress, priorities, and needs of the City Librarian in relation to strategic planning and library operations.

**Background:**

The City Librarian has provided updates to the Board regarding the status of several state grant opportunities for the Willows Public Library (WPL). Additionally, updates were shared on library data metrics, progress on back room renovations, and current programming efforts. The City Librarian also outlined ongoing needs and priorities for the library.

**Discussion & Analysis:**

The City Librarian will present an overview of current grant statuses, library data, and operational updates, along with goals and priorities for the next 60 days. This discussion will provide the Board with an opportunity to review progress and offer feedback or direction.

**Fiscal Impact:**

There is no fiscal impact associated with reviewing and discussing the progress and goals of the Willows Public Library.

**Attachments:**

- Attachment 1: Library Update



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## Grants

**Pilcrow Grant** - Items Arrived

**Rural Health Connections** -

- 1st program completed
- 2nd scheduled

**EmPOWERing Access** - Awarded 2 sewing machines

**Building Forward** - grant not finalized

3



## Zip Books 25-26

\$ 2,163.76 Left to spend  
\$ 2,588.24 spent so far

Goals: Speakers = 13 (Feb 11)  
Seniors = 14 (Feb 10)  
New Users = 24 (Feb 18)

**82 days to spend remaining funds**



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## Other

- **Completed Class**
  - Leadership in Small & Rural Libraries
- **Rewrote library procedures**
- **Willows Wellness Walk Table**
- **26-27 budget proposal**
- **Remade library website**
- **Collaborating with GCOE**
  - Week of the Child April 15th

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## Technology Upgrades

**4 Digital Displays**  
**3D printer & Accessories Arrived**

**Still need:** laptop to run 3D printer, Crickit, & laser cutter

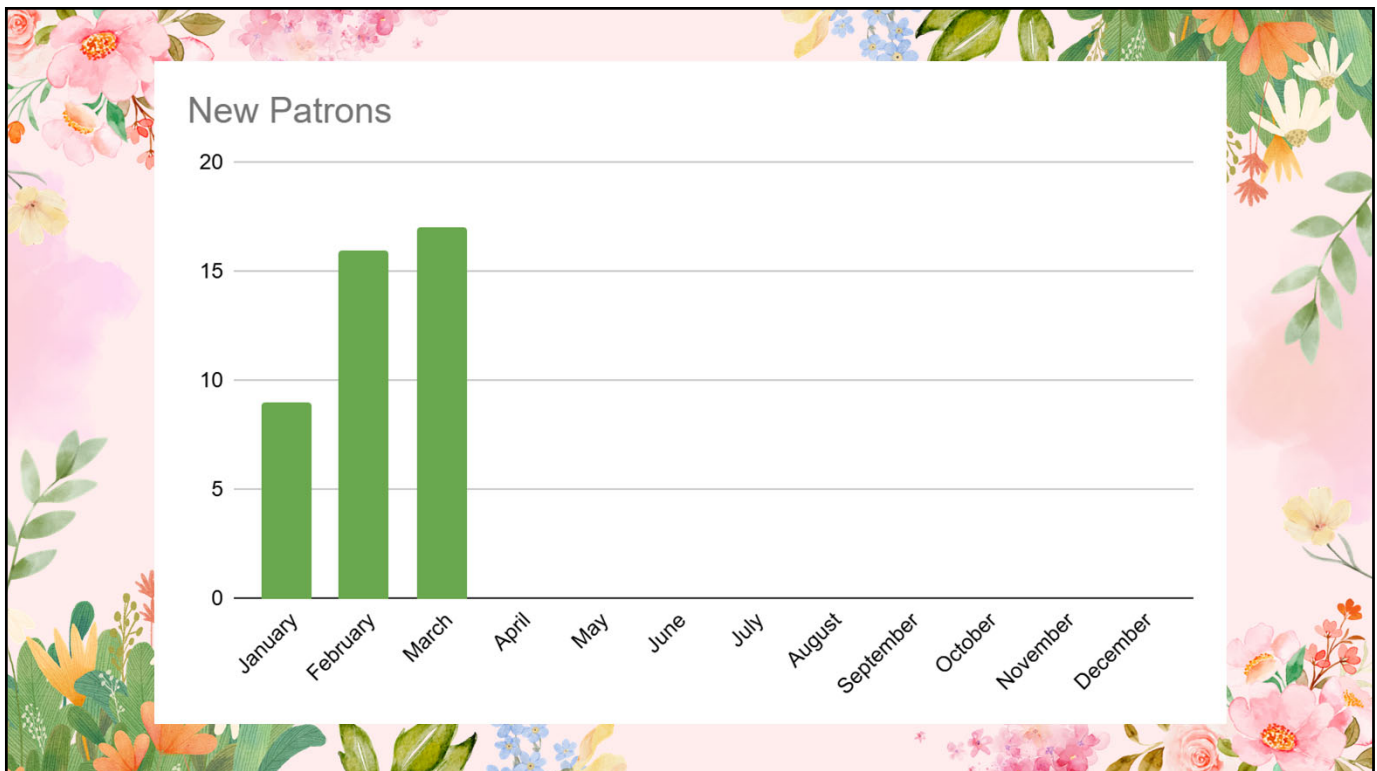
**Status:** ordered via Matson & Isom

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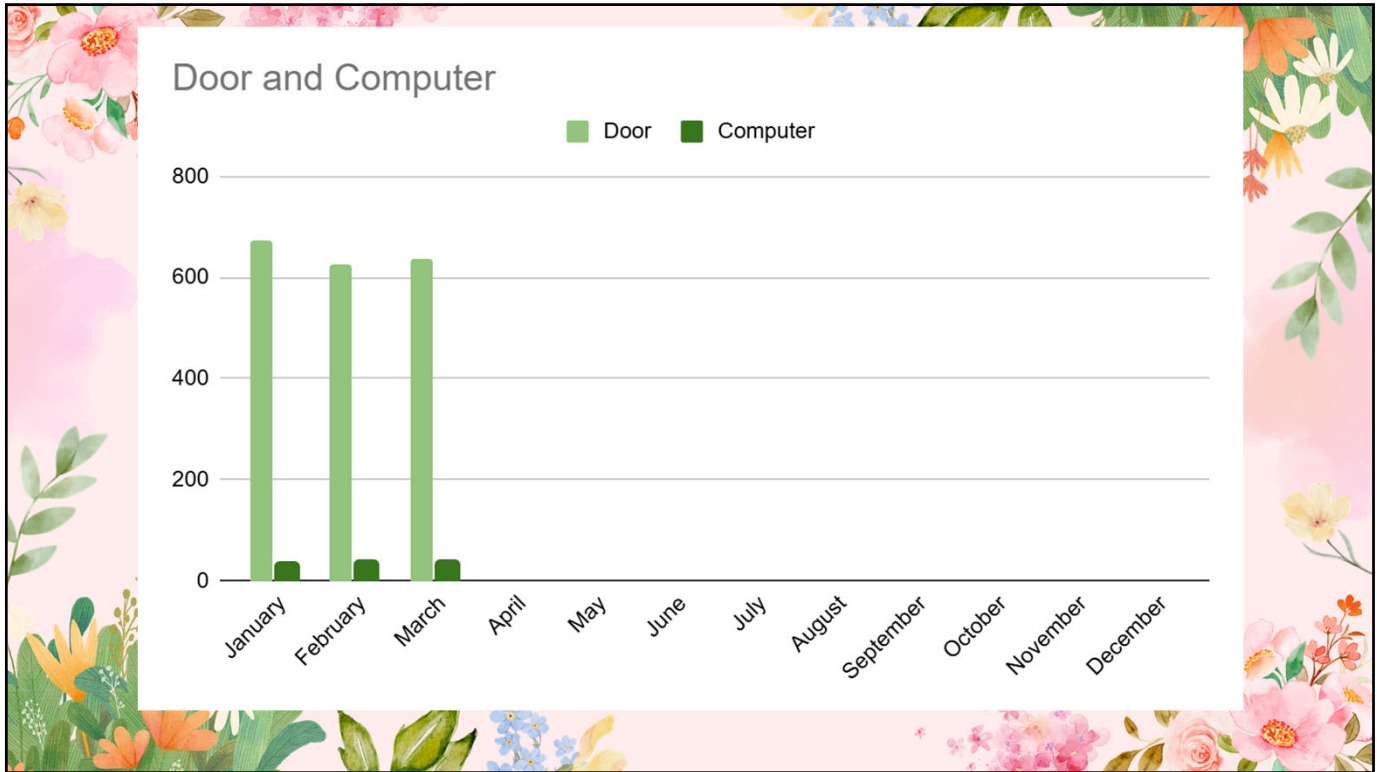
# Storytime Maker Time

Storytime: 157  
Average: 17.4  
Maker Time: 71  
Average: 10.1

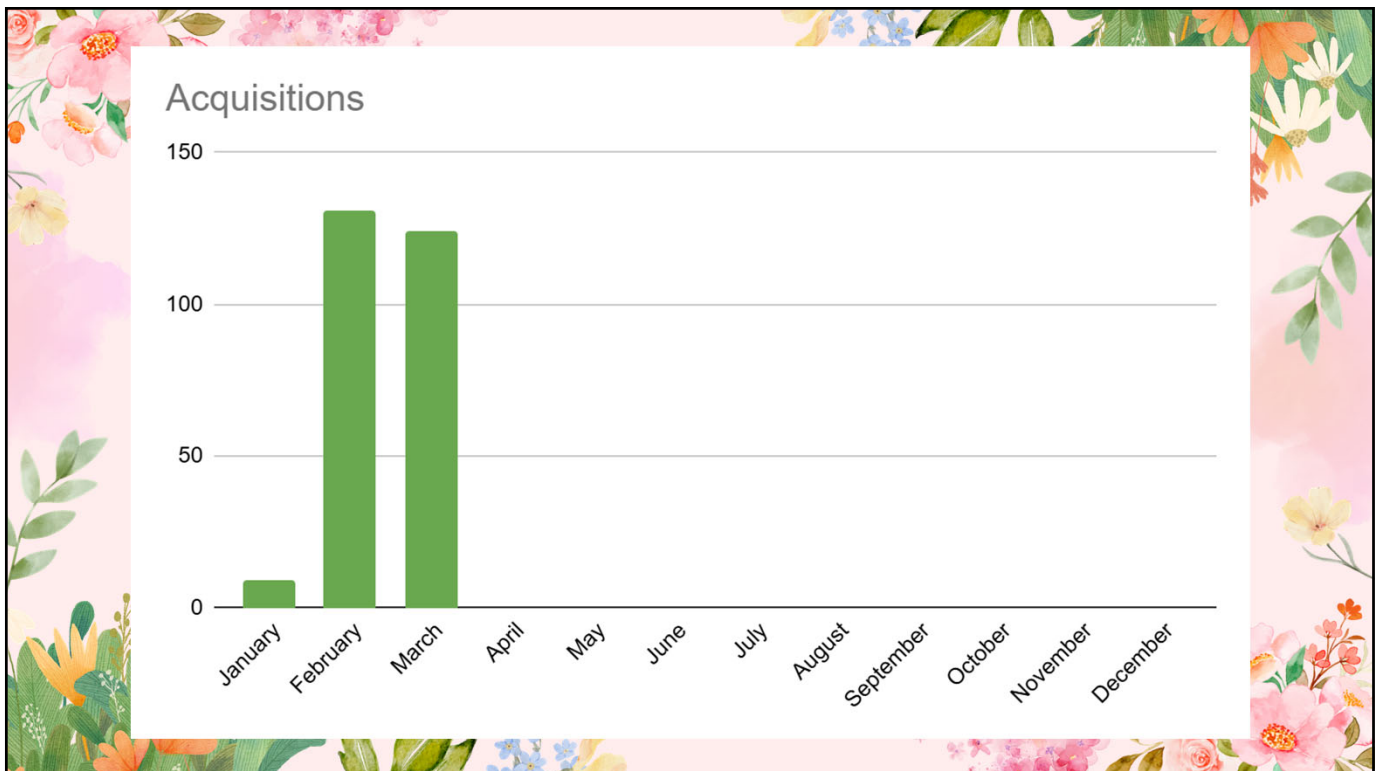
7



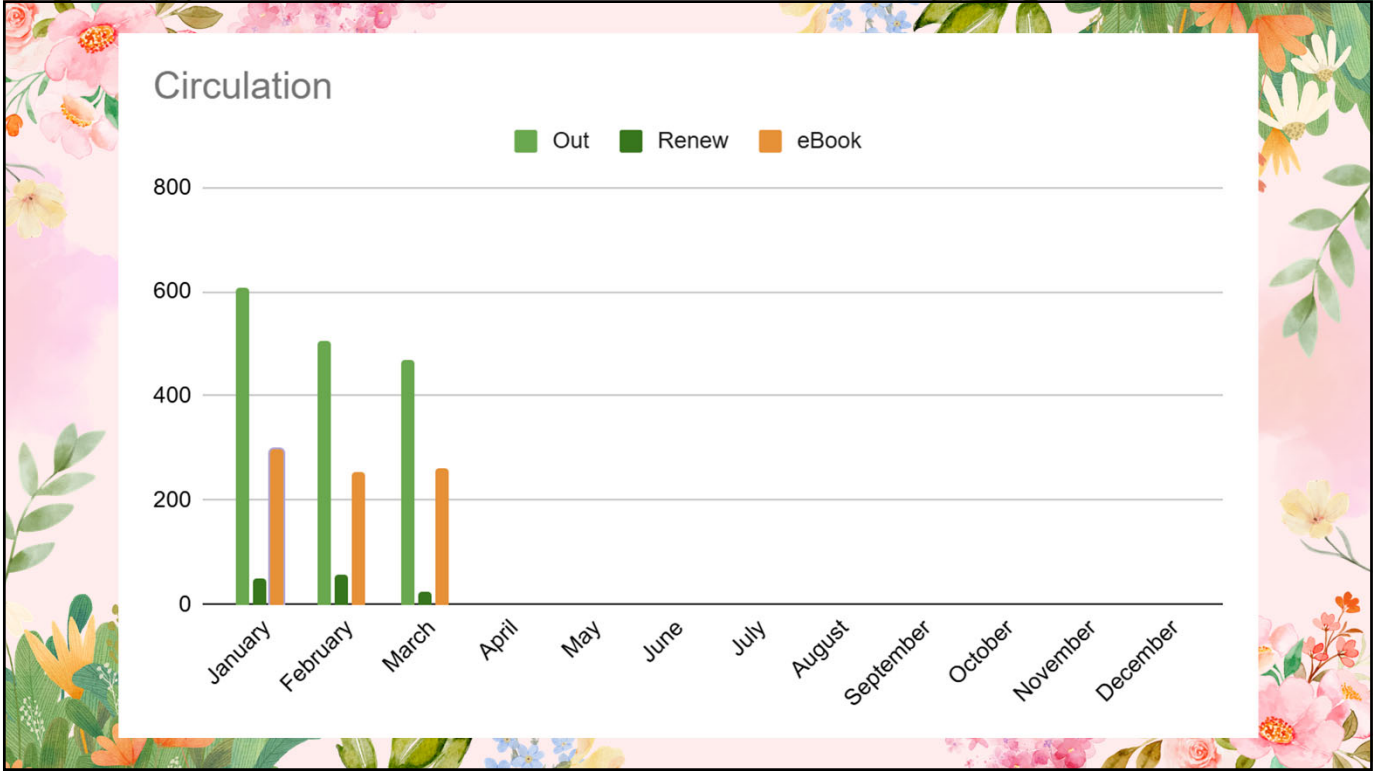
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Date: April 9, 2026  
To: Library Board of Trustees  
From: Christine Watson, City Librarian  
Subject: USA 250<sup>th</sup> Celebration Literacy Giveaway

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**Recommendation:**

Approve the use of \$20,000 from the trust funds to purchase historical books for the youth of Willows to support their reading development.

**Rationale for Recommendation:**

Literacy test scores within the Willows Unified School District are lower than desired and fall below those of neighboring communities. Providing access to books for home use may help improve reading development and encourage literacy among local youth.

**Background:**

Library Board Trustee and Friends of the Library member, Brian Ramos, reviewed literacy test scores for Willows Unified School District and noted they are comparatively low.

Trustee Ramos proposed utilizing \$20,000 in trust funds to purchase two United States history books, one geared toward younger children and one for older youth, to help build home libraries within the community.

He further suggested that young patrons could receive a free book by visiting the library and presenting a valid library card.

**Discussion & Analysis:**

The Board requested incorporating the United States of America's 250th Anniversary by implementing the USA 250th Celebration Literacy Giveaway, which would provide historical books to youth in the community using available trust funds.

The Board will review and discuss this plan to purchase and provide historical literature to young community members using trust funds.

**Fiscal Impact:**

The estimated fiscal impact of this project is \$20,000 from trust funds, in addition to staff time required to coordinate, manage, and distribute materials to the community.



# COMMENTS AND REPORTS