



Willows Library Board of Trustees Regular Meeting

Board of Trustees
Ardythe Brandon, President
Matt Busby, Trustee
Susan Domenighini, Trustee
Laurel Hill-Ward, Trustee
Joyce Welch-Ksander, Trustee

October 8, 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.

a. **Minutes Approval**

Recommended Action: Approve the minutes of the April 9, 2026, Special Meeting; April 20, 2026, Special Meeting; and June 11, 2026, Regular Meeting.

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: Discuss the achievements and goals for the Willows Public Library for the next 60 days.

b. **Library Budget Review**

Recommended Action: Discuss the 2026-2027 budget allocation for the library and expenses up to the reporting period.

c. **Trust Fund Interest Rate & Management**

Recommended Action: Discuss the information from the City of Willows that defined the trust fund interest rates for the King and McDole trust funds.

d. **Public Computer Update**

Recommended Action: Authorize the City Librarian to reimburse the City for 50% of the cost, using library trust funds, for the purchase of 5 desktop computers.

e. **Library Board Officers**

Recommended Action: Conduct the election of Library Board of Trustee officers.

f. **Meeting with City Council**

Recommended Action: Authorize the City Librarian to request a joint meeting of the Library Board and City Council.

g. **Amend Bylaw 1-C**

Recommended Action: Authorize the City Librarian to draft an amendment to the Library Board of Trustees Bylaw 1-C to alter meeting times and share it with the Board for the 21-day requirement.

6. **COMMENTS & REPORTS**

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

7. **ADJOURNMENT**

This agenda was posted on October 2, 2026.

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.



PUBLIC COMMENT & CONSENT CALENDAR FORUM



Willows Library Board of Trustees Special Meeting Action Minutes

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
2:00 PM

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

City Librarian
Christine Watson

1. **CALL TO ORDER – 2:00 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

Trustees Present: President Gupton, Vice President Brandon, Trustee Ramos

Trustees Absent: Secretary Bettencourt, Trustee Busby

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

a. **Minutes Approval**

Action: The minutes of February 12, 2026, were continued to the next meeting.

5. **DISCUSSION & ACTION CALENDAR**

a. **Willows Public Library Update**

Action: Received the Library Update from City Librarian Christine Watson and discussed the achievements and goals for the Willows Public Library for the next 60 days.

b. **USA 250th Celebration Literacy Giveaway**

Action: By consensus, the Board took no action on the item.

6. **COMMENTS & REPORTS**

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

Trustees Ramos reported the Bag Sale raised \$135. Ramos also reported on the upcoming remodeling of the Chico and Oroville libraries due to grant funding.

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

Vice President Brandon reported that she was unable to obtain the Library Trust Fund balances from the Finance Director.

Trustee Ramos reported that he requested the Trust Fund interest rate from the City.

Liaison Pride recommended putting the requests in writing.

President Gupton set the next special meeting for **April 20, 2026 at 10:00 a.m.** and requested **Wild Things Animal Show** be placed on the agenda.

7. **ADJOURNMENT – 3:12 PM**

Motion to adjourn the meeting.

Moved/Seconded: Vice President Brandon, Trustee Ramos

Ayes: President Gupton, Vice President Brandon, Trustee Ramos

Nays: None

Absent: Secretary Bettencourt, Trustee Busby

Karleen Price, City Clerk



Willows Library Board of Trustees Special Meeting Action Minutes

April 20, 2026
Willows Civic Center, Eubanks Room
10:00 AM

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

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

City Librarian
Christine Watson

1. **CALL TO ORDER – 10:00 AM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

Trustees Present: President Gupton, Trustee Ramos, Trustee Busby

Trustees Absent: Vice President Brandon, Secretary Bettencourt

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

a. **Minutes Approval**

Action: Approved the minutes of February 12, 2026, Library Board meeting.

Moved/Seconded: Trustee Busby, Trustee Ramos

Ayes: President Gupton, Trustee Ramos, Trustee Busby

Nays: None

Absent: Vice President Brandon, Secretary Bettencourt

5. **DISCUSSION & ACTION CALENDAR**

a. **Library Budget Shortfall and Proposed Use of Trust Funds**

Action: By consensus, the Board took no action on the item.

b. **Wild Things Summer Program and Proposed Use of Trust Funds**

Action: By consensus, the Board took no action on the item.

City Librarian Christine Watson requested a future agenda item regarding the Summer Reading Program.

c. **Library Parking Lot Conditions and ADA Compliance**

Action: The Board discussed the current condition of the Library parking lot and associated ADA accessibility issues and provided direction to staff.

6. **COMMENTS & REPORTS**

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

- **Set Agenda Items for the June 11, 2026 meeting.**
- **Policy 1-C Board of Trustees Meetings**

Motion to change the regular meeting date to the second Thursday of the month.

Moved/Seconded: Trustee Busby, Trustee Ramos

Ayes: President Gupton, Trustee Ramos, Trustee Busby

Nays: None

Absent: Vice President Brandon, Secretary Bettencourt

Trustee Busby announced that the Finance and Measure I Oversight Committee (FMiOC) meeting will be held on April 21, 2026, at 5:30 p.m. at City Hall and invited the Board to attend.

7. ADJOURNMENT – 10:20 AM

Motion to adjourn the meeting.

Moved/Seconded: Trustee Busby, Trustee Ramos

Ayes: President Gupton, Trustee Ramos, Trustee Busby

Nays: None

Absent: Vice President Brandon, Secretary Bettencourt

Karleen Price, City Clerk



Willows Library Board of Trustees Meeting Action Minutes

June 11, 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

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

City Librarian
Christine Watson

1. **CALL TO ORDER – 11:00 AM**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

Trustees Present: President Gupton, Vice President Brandon, Secretary Bettencourt, Trustee Ramos

Trustees Absent: Trustee Busby

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

a. **Minutes Approval**

Action: The minutes of April 20, 2026, were continued to the next meeting.

5. **DISCUSSION & ACTION CALENDAR**

a. **City Librarian Update**

Action: Discussed the achievements and goals for the Willows Public Library for the next 60 days.

b. **Summer Reading Program**

Action: By consensus, the Board took no action on the item.

Liaison Pride donated \$1,100 from her business account to support the Summer Reading Program.

c. **Public Computer Update**

Action: The item was continued to the next meeting.

d. **Trust Fund Update**

Action: Discussed the trust fund interest rates for the King and McDole trust funds.

President Gupton requested a future agenda item to discuss moving Trust Fund monies into high-yielding accounts.

e. **Library Board Officers**

Action: Approved the election of Library Board of Trustee officers.

Motion to nominate Ardythe Brandon for President.

Moved/Seconded: President Gupton, Secretary Bettencourt

Ayes: President Gupton, Vice President Brandon, Secretary Bettencourt, Trustee Ramos

Nays: None

Absent: Trustee Busby

Motion to nominate Dan Gupton for Vice President.

Moved/Seconded: Trustee Ramos, President Gupton

Ayes: President Gupton, Vice President Brandon, Secretary Bettencourt, Trustee Ramos

Nays: None

Absent: Trustee Busby

Motion to nominate Kristel Bettencourt for Secretary.

Moved/Seconded: Trustee Ramos, Vice President Brandon

Ayes: President Gupton, Vice President Brandon, Secretary Bettencourt, Trustee Ramos

Nays: None

Absent: Trustee Busby

6. COMMENTS & REPORTS

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

Trustee Ramos announced a \$2 Bag Sale in July, and a Children's Books and CD Sale planned for early October in the Eubanks Room. He also reported that the initial fee to reestablish the Friends of the Library 501(c) status had been submitted to the IRS.

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

Vice President Brandon discussed scheduling a special meeting once the Trust Fund balances are received from the City.

Board members thanked Liaison Pride for her donation.

7. ADJOURNMENT – 11:34 AM

Motion to adjourn the meeting.

Moved/Seconded: Trustee Ramos, Vice President Brandon

Ayes: President Gupton, Vice President Brandon, Secretary Bettencourt, Trustee Ramos

Nays: None

Absent: Trustee Busby

Karleen Price, City Clerk



DISCUSSION & ACTION CALENDAR



Date: October 8, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Willows Public Library Update

Recommendation:

Discuss the achievements and goals for the Willows Public Library for the next 60 days.

Rationale for Recommendation:

Regular updates are 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. Lastly, programming information and data were reviewed, as well as the current needs of the library.

Administration:

- Created Library Board of Trustees Resources & Orientation presentation
- Presented the annual library report to City Council on Tuesday, September 22nd
- Attended the June NorthNet Library Consortia meeting in Napa, CA
- Social Media presence for summer reading events and programs
- Completed Summer Impact Data reporting to California State Library
- Create and share website content with the City Clerk to update the library website.

Grants:

- **Zip Books:** Completed 25-26 Zip Book program grant reporting. 237 titles were added to the library collection utilizing the \$4,452 awarded by the California State Library. 40 new patrons participated, including 17 Spanish speakers and 20 seniors aged 65 years old or older. The California State Library has discontinued the Zip Book program for the 26-27 fiscal year. All Zip Book funding has been split between the 9 large library consortiums. For the Northnet Library Consortia, the funding was added to support the purchase of eBooks, digital audiobooks, and digital magazines through the Library-to-Go shared catalog.

- **Lunch at the Library:** Grant, which was extended from summer 2025 due to staffing shortages, was also completed. Providing nearly 50,000 meals to local families and their school-aged children. The newly hired Children's Librarian provided over 2,000 books to build at-Home Libraries with most participants enjoying the items. Additionally, due to the drive-through style of food distribution, the Children's Librarian also created and distributed hundreds of grab-n-go enrichment activities for kids and teens throughout the eight-week program. Two teen volunteers supported this work throughout the summer. The 2026-2027 Lunch at the Library grant application is due October 14, 2026.
- **EmPOWERing Access:** The grant that provided the library with two sewing machines, a larger light table, and a Charlie Cart also sent a few additional resources to support the light table. Items included rainbow prisms, insect skeleton cards, and replacement parts.
- **Rural Health Connections:** The City Librarian completed the third and final required health-related program, the Vial of Life, on July 23 for any community member wanting to ensure first responders have all necessary medical information in the event of an emergency transport. No patrons attended this program.
- **California State Parks Pass:** 5 checkouts throughout the summer months. Grant reporting takes place quarterly for this project.
- **Conference Attendance Grant:** Applied for and was awarded grant funding through the California State Library to attend the ARSL Conference in Montgomery, Alabama, in September. Declined the award due to staffing responsibilities.
- **Rural Library Leaders Cohort:** Applied and accepted into the leadership opportunity to learn and work with fellow rural library leaders. This cohort will fund the City Librarian's attendance at both the CLA Conference in October 2026 and the ARSL Conference in 2027.
- **California Library Literacy Services:** Completed the reporting for 25-26. Awarded \$42,000 for 2026-2027 to continue supporting literacy tutoring throughout Glenn County. All grant funding currently goes to pay for the Literacy Coordinator's time and expertise. Most of the programming and resources for this grant are purchased either by GCOE or Willows Public Library.
- **Building Forward:** Grant is on hold but is extended through December 2026. While the handicap parking spots around City Hall have been updated, the library doors remain broken.
- **Glenn County Quality Counts:** Completed the 26-27 MOU to ensure funding and requirements are met through children's programming.
- **Willows Thrift Shop:** The Children's Librarian submitted an application requesting funding to support children's programming.

IT:

- Continued to experience internet disruptions throughout the summer while we wait for MI to complete the bandwidth expansion to the library's computers. Digital displays will function properly after the update.

- Discontinued the library's participation in the CENIC broadband grant for low-cost internet services due to a lack of funding to update the technology infrastructure to manage internet. The library's IT and internet are now supported directly through the City of Willows.
- Public Computers purchased by the City of Willows during a particularly good sale period were set up and installed by MI. All desktop computers are working well.
- Recycled old technology that is no longer in use or is broken. Provided old desktop computers to the City of Willows to give them to Computers for Classrooms when possible.
- Installed a larger monitor for the Children's Librarian to use while working on her laptop computer.
- Evaluated and replaced the library of Chromebooks to ensure effective administration. The fleet was reduced to 7 machines to support patron catalog stations and five Connectivity Kits.
- Discontinued plans to use a laser engraving tool due to safety concerns. Items will be retained for later use and review.

Equipment:

- Gathered old civic center chairs to use in the library back room for programming.
- Storage furniture for Kids Kingdom to organize the toys utilized by patrons
- Installed a staff locker system in the processing room so staff have a place to put their belongings during work time in a safe, secure area.
- Purchased a larger wagon, a larger folding table, and a canopy using donation funds from the Willows Alumni Association to utilize tabling events and summer programming.
- Removed keyboard shelving from public computer desks to ensure desks are accessible to all patrons.
- Installed a permanent Children's Services donation box in the library, where cash donations to the library are permitted.
- Public Works completed several projects for the library. Fixed the women's restroom toilet, painted book trucks, did paint touch-ups throughout the library, and discarded a broken wooden book truck.
- Replaced the broken staff fridge with an item located on Facebook Marketplace from a local community member. \$200 in donation funds were used to purchase this necessary item. Public works supported the removal and installation of the equipment.

Volunteers:

- Aiden M. completed 120 hours of volunteering through Glenn County WIOA
- Dez D. completed 82.5 hours of volunteering through Glenn County WIOA
- Beth N. completed 56 of 100 hours of volunteering through Glenn County WIOA
- Harper B & Arie B volunteered at the Willows Car & Bike Show
- Lunch at the Library Teens volunteers a total of 57 hours throughout the 8-week period
- Shalisha G is volunteering for 50 hours to support required coursework
- **NEEDS** – Adult volunteers to support Literacy tutoring

Training:

- Debriefed with library staff after tragic shooting in Chico Public Library
- Evaluated the library goals for 2025-2026 with library staff
- Created and updated the library goals for 2026-2027 with library staff
- All library staff participated in the Injury and Illness Prevention Plan training provided by the City of Willows.
- Developed a specialized training plan with the Children's Librarian to support their professional growth and improve overall work experience.
- Trained Children's Librarian to de-select items based on a variety of criteria.
- Awarded \$1,200 for staff development and training from NorthNet Library Consortia

Outreach:

- June
 - Kiwanis Club Breakfast - 15
 - Summer Reading Kick-off Event - 32
 - Ms. Dace 2nd grade - 20
 - Lunch at the Library (3) - 205
- July
 - Lunch at the Library (5) - 375
- August
 - Car & Bike Show – 51 (\$25 in donations & 50 free books)
- September
 - Willows Water Fest - 28
 - Recover Happens Event - 56

Acquisitions & Services:

- The California Library Association provided 25 print items to celebrate the 250th birthday of the USA. Items have been added to the main children's and teen collections.
- Completed eBook and digital audiobook purchases for Library-to-Go focusing on teen titles. Utilized \$4,550 provided by the NorthNet Library Consortium to purchase titles.
- Completed de-selection in children's nonfiction, teen nonfiction, and foreign language sections.
- Reorganized the print collection in the children, teens, and foreign language sections to optimize growth and utilization within those sections.
- Completed a \$10,000 youth book order to update the print collections, which was greatly needed. Staff have slowly added books to the collection as they cataloged and processed them.
- Mended many titles throughout the summer returning titles damaged by a variety of patrons or with cataloging errors
- Reorganized the large STEM kit totes into a more user-friendly display in Kids Kingdom to ensure patron utilization. Displays will be regularly swapped for other kits to ensure items remain in good condition and popular with patrons.

- Deselected enough adult fiction to create space in adult science fiction/fantasy for shelving purposes.
- Finalized a periodical purchasing plan that will begin in November 2025. Relocated newspapers directly to the circulation desk to eliminate theft.
- Annual subscriptions to the Junior Library Guild and Thorndike Press were renewed for the 2026-2027 fiscal year.
- Purchased 48 items for print collections for July & August
- Purchased 36 item for print collections for September
- Prepared monthly order lists including popular pre-order items to ensure they arrive promptly after publication.
- Began tracking data to support printing services and the use of the copier machine
- **NEEDS** – Additional grant funding to support collection development goals.

Library Data:

	June	July	August	September
Visitors	826	817	728	680
Computers Used	38	40	45	36
New Library Cards	42	27	14	14
Storytime Attendance	48	56	66	59
Maker Time Attendance	27	85	34	55
Circulation	791	973	709	662
eBook Circulation	237	266	238	198
Acquisitions	337	127	923	40

Other Programs & Attendance:

- One Book One Coast - 1
- Updated Seed Library – 1
- Lunch at the Library Grab-n-Go kits - 384
- Magician Summer Reading Program - 65
- Spanish Storytimes (3) - 0
 - discontinued due to lack of community participation
- Butte College – 1
- Petting Zoo Summer Reading Program - 53
- Farm Bureau Storytime Summer Reading Program - 22
- Summer Reading Final Celebration Event - 68
- Suicide Prevention Event – 0
- **NEEDS** – Adults to attend programs or request future programs

Discussion & Analysis:

The City Library will inform the members of the board of the status of grants, library data, as well as goals for the next 60 days. The update will include June, July, August, and September due to the cancelled meeting in August.

Library staff will participate in the Run Hide Fight training on October 14 along with the City of Willows. The City Librarian will attend the CLA Conference from October 21-24 in Riverside, CA. The library will close to the public on the following days in observance of national holidays. Veterans Day, Wednesday, November 11; and Thanksgiving, Thursday, November 26, and Friday, November 27. Planning of the outdoor library patio has begun and will be addressed at the City Council meeting on October 27. Impact fee funding will be used to support this project. Additionally, processing and cataloging of library 'things' will begin soon, starting with puzzles and games. Until shelving is purchased, existing shelving will be utilized as much as possible, and only when safety can be ensured. The Children's Librarian will participate in the Willows Fall Festival on October 29 and host an outdoor movie for teens on October 23, technology and weather permitting.

Fiscal Impact:

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



Date: October 8, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Library Budget Review

Recommendation:

Discuss the 2026-2027 budget allocation for the library and expenses up to the reporting period.

Rationale for Recommendation:

The Library Board of Trustees has requested to review the library budget managed by the City of Willows. The Library Board of Trustees would like to have a better understanding of expenses incurred by the library in various accounts.

Background:

City staff were instructed by the City Manager in February & April of 2026 to focus their attention on preparing the 2026-2027 budget and hold off on any reporting until the new budget is approved. The 2026-2027 city budget was finalized in June 2026 and has been released to the public. The library has 17 separate budgets which combine to administer all aspects of the library and staffing. The Library Board of Trustees has decision-making authority for the McDole and King trust funds but has asked to advise on other library accounts.

Discussion & Analysis:

The Library Board of Trustees will discuss the city's library-related accounts, donation accounts, and trust fund accounts for the library. These funds are held by the City on behalf of the Willows Public Library and are intended to support library services, programs, and materials for the benefit of library patrons.

Fiscal Impact:

There is no fiscal impact from discussing library-related accounts. However, generating these reports does take staff time and attention.

Attachments:

- Attachment1: Budget and reports from Finance Department



LIBRARY

The Willows Public Library provides free access to information, educational resources, technology, and lifelong learning opportunities for residents of Willows and the surrounding Glenn County area. Library services include circulating books, audiobooks, DVDs, and other materials, public computer and internet access, children's and adult programs, literacy and educational activities, and community outreach. The department is staffed by a City Librarian, Children's Librarian, and part-time library staff dedicated to serving the informational, educational, and recreational needs of the community.

LIBRARY



DEPARTMENT OVERVIEW:

The Willows Public Library provides free access to information, educational resources, technology, and lifelong learning opportunities for residents of Willows and the surrounding Glenn County area. Library services include circulating books, audiobooks, DVDs, and other materials, public computer and internet access, children's and adult programs, literacy and educational activities, and community outreach. The department is staffed by a City Librarian, Children's Librarian, and part-time library staff dedicated to serving the informational, educational, and recreational needs of the community.

Authorized Staffing FTEs		
Authorized Positions	FY 2025-26	FY 2026-27
Total Authorized FTE	3.5	3.5

DEPARTMENT PERFORMANCE MEASURES		
Performance Measure	ACTUAL FY 2025-26	ESTIMATED FY 2026-27
Door Count	7,163	7,300
Public Computer Use	498	500
New Library Card	196	200
Items Added to collection	810	1,500
Program Participants	392	400

City of Willows
Departmental Expenditure Budget - Adopted Budget
Department 120 - Library - FY 2026-27

	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Personnel Services				
40000 - Salaries	62,839	53,056	117,448	157,049
40010 - Salaries - PT	49,188	48,420	43,635	37,638
40004 - CalPERS	4,543	3,701	9,306	12,416
40006 - Health Insurance	16,331	12,553	14,673	19,427
40007 - FICA/ Medicare	8,498	7,710	12,298	14,985
40020 - Life Insurance	-	-	-	-
<i>Total Personnel Services:</i>	<u>141,399</u>	<u>125,440</u>	<u>197,360</u>	<u>241,516</u>
Materials & Services				
40100 - Postage	-	-	350	350
40300 - Training & Travel	120	-	575	575
40400 - Advertising	-	219	915	
40500 - Dues & Memberships	-	-	1,000	1,450
40602 - Insurance	-	-	-	-
40999 - Special Department	-	-	1,000	2,000
41000 - Office Expense	1,764	1,971	2,500	6,500
41002 - Print Material	18,687	3,621	20,000	10,000
43100 - Equipment Maintenance	3,165	739	1,500	1,500
44000 - Contractual Services	109,332	104,987	6,000	6,100
45000 - Telephone	1,137	1,591	2,500	
45100 - Utilities - Electric	7,153	-	-	-
<i>Total Material & Services:</i>	<u>141,358</u>	<u>113,128</u>	<u>36,340</u>	<u>28,475</u>
Capital Projects				
	-	-	-	-
<i>Total Capital Projects:</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Total Library:</i>	<u>282,757</u>	<u>238,568</u>	<u>233,700</u>	<u>269,991</u>

SPECIAL REVENUE

FUNDS

(Library)

City of Willows
Fiscal Year 2026-27 Adopted Budget
County Library / Literacy Pass Through Funds (Funds 338/359)

Revenues:	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
County Library Allocation	133,717	115,665	85,000	85,000
State of CA Literacy Contribution (Fund 359)	60,438	74,844	31,500	44,000
Health Department Grant	105,000	10,000	-	-
Carnegie Hall Library Grant	-	-	10,000	-
Interest Income	1,164	3,109	-	-
Miscellaneous Income	-	-	100	100
<i>Total:</i>	<u>300,319</u>	<u>203,618</u>	<u>126,600</u>	<u>129,100</u>
Expenditures:				
<i>Willows Library</i>				
Salaries & Benefits	-	-	-	-
Special Department Expense	-	-	-	-
New Print Materials	-	-	-	-
<i>Bayliss Library</i>				
Salaries & Benefits	-	-	-	-
Special Department Expense	-	-	-	-
Telephone Expense	-	-	-	-
Utilities / Electricity	-	-	-	-
<i>Elk Creek Library</i>				
Salaries & Benefits	-	-	-	-
Special Department Expense	-	-	-	-
Telephone Expense	-	-	-	-
Rent	-	-	-	-
Glenn County - Literacy Pass Through (Fund 359)	-	115,168	31,500	44,000
Transfers Out to General Fund - Library	238,717	125,665	91,521	85,000
<i>Total:</i>	<u>238,717</u>	<u>240,833</u>	<u>123,021</u>	<u>129,000</u>
Excess (deficit) of revenues over expenditures	61,602	(37,215)	3,579	100
Beginning Fund Balance (All Funds)	46,878	108,480	71,265	74,844
Ending Fund Balance (All Funds)	<u>108,480</u>	<u>71,265</u>	<u>74,844</u>	<u>74,944</u>

Capital Expenditure Detail

Capital Expenditures	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Capital - Other	-	-	-	-
<i>Total:</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Willows
Fiscal Year 2026-27 Adopted Budget
Zip Books State Fund (Fund 341)

	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues:				
Other Refunds	7,517	6,302	4,752	5,000
Interest Income	-	-	-	-
<i>Total:</i>	<u>7,517</u>	<u>6,302</u>	<u>4,752</u>	<u>5,000</u>
Expenditures:				
Other Expenditures	7,650	4,688	7,517	7,517
Capital Outlay	-	-	-	-
<i>Total:</i>	<u>7,650</u>	<u>4,688</u>	<u>7,517</u>	<u>7,517</u>
Excess (deficit) of revenues over expenditures	(133)	1,614	(2,765)	(2,517)
Beginning Fund Balance	3,216	3,083	4,697	1,932
Ending Fund Balance	<u>3,083</u>	<u>4,697</u>	<u>1,932</u>	<u>(585)</u>

Capital Expenditure Detail

	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Capital Expenditures				
Other Capital Projects	-	-	-	-
<i>Total:</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Willows
Fiscal Year 2026-27 Adopted Budget
Northnet Train Fund (Fund 350)

	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues:				
Other Income - Refunds	1,500	1,000	1,200	1,000
Interest Income	-	-	-	-
<i>Total:</i>	<u>1,500</u>	<u>1,000</u>	<u>1,200</u>	<u>1,000</u>
Expenditures:				
Other Expenditures - Willows Library	-	2,449	1,000	1,000
Capital Outlay	-	-	-	-
<i>Total:</i>	<u>-</u>	<u>2,449</u>	<u>1,000</u>	<u>1,000</u>
Excess (deficit) of revenues over expenditures	1,500	(1,449)	200	-
Beginning Fund Balance	1,773	3,273	1,824	2,024
Ending Fund Balance	<u>3,273</u>	<u>1,824</u>	<u>2,024</u>	<u>2,024</u>

Capital Expenditure Detail

	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Capital Expenditures				
Other Capital Projects	-	-	-	-
<i>Total:</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Willows
Fiscal Year 2026-27 Adopted Budget
CLSA Delivery Fund (Fund 352)

Revenues:	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
CLSA Delivery Funding (CALIFA / Northnet)	7,840	4,566	4,505	5,000
Imperial County Office of Education - E-Rate	-	19,047	-	-
Interest Income	-	-	-	-
<i>Total:</i>	<u>7,840</u>	<u>23,613</u>	<u>4,505</u>	<u>5,000</u>
Expenditures:				
Other Expenditures - Willows Library Broadband	9,393	9,369	10,000	12,000
Capital Outlay	-	-	-	-
<i>Total:</i>	<u>9,393</u>	<u>9,369</u>	<u>10,000</u>	<u>12,000</u>
Excess (deficit) of revenues over expenditures	(1,553)	14,244	(5,495)	(7,000)
Beginning Fund Balance	25,726	24,173	38,417	32,922
Ending Fund Balance	<u>24,173</u>	<u>38,417</u>	<u>32,922</u>	<u>25,922</u>

Capital Expenditure Detail

Capital Expenditures	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Other Capital Projects	-	-	-	-
<i>Total:</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Willows
Fiscal Year 2026-27 Adopted Budget
Library Development Impact Fee Fund (Fund 364)

	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Revenues:				
Development Impact Fees	-	-	-	-
Interest Income	2,543	2,554	1,700	1,700
<i>Total:</i>	<u>2,543</u>	<u>2,554</u>	<u>1,700</u>	<u>1,700</u>
Expenditures:				
Other Expenditures	-	-	-	-
Capital Outlay	24,846	-	12,646	-
<i>Total:</i>	<u>24,846</u>	<u>-</u>	<u>12,646</u>	<u>-</u>
Excess (deficit) of revenues over expenditures	(22,303)	2,554	(10,946)	1,700
Beginning Fund Balance	143,200	120,897	123,451	112,505
Ending Fund Balance	<u>120,897</u>	<u>123,451</u>	<u>112,505</u>	<u>114,205</u>

Capital Expenditure Detail

	ACTUAL FY 2023-24	ESTIMATED ACTUAL FY 2024-25	ESTIMATED ACTUAL FY 2025-26	ADOPTED BUDGET FY 2026-27
Capital Expenditures				
Library Capital Projects	24,846	-	12,646	-
<i>Total:</i>	<u>24,846</u>	<u>-</u>	<u>12,646</u>	<u>-</u>



City of Willows

Detail vs Budget Report Account Detail

Date Range: 07/01/2026 - 06/30/2027

Account		Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
301 - GENERAL									
Expense									
Department: 120 - LIBRARY									
<u>301-120-40000</u>		REGULAR SALARIES	0.00	157,049.39	0.00	36,579.01	36,579.01	120,470.38	76.71%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
07/01/2026	GLPKT02337	JN03319		Payroll Accrual - FY 2025-26				-7,105.28	
07/02/2026	PYPKT00656	PYPKT00656 - PAYROLL 6		PYPKT00656 - PAYROLL 6-15-26 TO 6-28-26 PAY DATE 7-2-26 - Pay 7/2/2026				6,118.08	
07/17/2026	PYPKT00671	PYPKT00671 - PAYROLL 6		PYPKT00671 - PAYROLL 6-29-26 TO 7-12-26 PAY DATE 7-17-26 - Pay 7/17/2026				6,903.49	
07/31/2026	PYPKT00682	PYPKT00682 - PAYROLL 7		PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26 - Pay 7/31/2026				5,874.40	
08/14/2026	PYPKT00685	PYPKT00685 - PAYROLL 7		PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26 - Pay 8/14/2026				6,304.40	
08/28/2026	PYPKT00691	PYPKT00691 - PAYROLL 8		PYPKT00691 - PAYROLL 8-10-26 TO 8-23-26 PAY DATE 8-28-26 - Pay 8/28/2026				5,974.40	
09/11/2026	PYPKT00722	PYPKT00722 - PAYROLL 8		PYPKT00722 - PAYROLL 8-24-26 TO 9-6-26 PAY DATE 9-11-26 - Pay 9/11/2026				6,535.12	
09/25/2026	PYPKT00732	PYPKT00732 - PAYROLL 9		PYPKT00732 - PAYROLL 9-7-26 TO 9-20-26 PAY DATE 9-25-26 - Pay 9/25/2026				5,974.40	
<u>301-120-40004</u>		CALPERS	0.00	12,416.45	0.00	2,888.02	2,888.02	9,528.43	76.74%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
07/01/2026	GLPKT02337	JN03319		Payroll Accrual - FY 2025-26				-558.92	
07/02/2026	PYPKT00656	PYPKT00656 - PAYROLL 6		PYPKT00656 - PAYROLL 6-15-26 TO 6-28-26 PAY DATE 7-2-26 - Pay 7/2/2026				480.63	
07/17/2026	PYPKT00671	PYPKT00671 - PAYROLL 6		PYPKT00671 - PAYROLL 6-29-26 TO 7-12-26 PAY DATE 7-17-26 - Pay 7/17/2026				547.45	
07/31/2026	PYPKT00682	PYPKT00682 - PAYROLL 7		PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26 - Pay 7/31/2026				465.84	
08/14/2026	PYPKT00685	PYPKT00685 - PAYROLL 7		PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26 - Pay 8/14/2026				493.59	
08/28/2026	PYPKT00691	PYPKT00691 - PAYROLL 8		PYPKT00691 - PAYROLL 8-10-26 TO 8-23-26 PAY DATE 8-28-26 - Pay 8/28/2026				473.77	
09/11/2026	PYPKT00722	PYPKT00722 - PAYROLL 8		PYPKT00722 - PAYROLL 8-24-26 TO 9-6-26 PAY DATE 9-11-26 - Pay 9/11/2026				511.89	
09/25/2026	PYPKT00732	PYPKT00732 - PAYROLL 9		PYPKT00732 - PAYROLL 9-7-26 TO 9-20-26 PAY DATE 9-25-26 - Pay 9/25/2026				473.77	

Detail vs Budget Report

Date Range: 07/01/2026 - 06/30/2027

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
301-120-40006	HEALTH INSURANCE	0.00	19,427.04	0.00	3,858.26	3,858.26	15,568.78	80.14%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2026	GLPKT02337	JN03319		Payroll Accrual - FY 2025-26			-907.96	
07/02/2026	PYPKT00656	PYPKT00656 - PAYROLL 6		PYPKT00656 - PAYROLL 6-15-26 TO 6-28-26 PAY DATE 7-2-26 - Pay 7/2/2026			794.37	
07/17/2026	PYPKT00671	PYPKT00671 - PAYROLL 6		PYPKT00671 - PAYROLL 6-29-26 TO 7-12-26 PAY DATE 7-17-26 - Pay 7/17/2026			794.37	
08/14/2026	PYPKT00685	PYPKT00685 - PAYROLL 7		PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26 - Pay 8/14/2026			794.37	
08/28/2026	PYPKT00691	PYPKT00691 - PAYROLL 8		PYPKT00691 - PAYROLL 8-10-26 TO 8-23-26 PAY DATE 8-28-26 - Pay 8/28/2026			794.37	
09/11/2026	PYPKT00722	PYPKT00722 - PAYROLL 8		PYPKT00722 - PAYROLL 8-24-26 TO 9-6-26 PAY DATE 9-11-26 - Pay 9/11/2026			794.37	
09/25/2026	PYPKT00732	PYPKT00732 - PAYROLL 9		PYPKT00732 - PAYROLL 9-7-26 TO 9-20-26 PAY DATE 9-25-26 - Pay 9/25/2026			794.37	
301-120-40007	FICA - MEDICARE COSTS	0.00	14,985.39	0.00	3,674.54	3,674.54	11,310.85	75.48%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2026	GLPKT02337	JN03319		Payroll Accrual - FY 2025-26			-698.87	
07/02/2026	PYPKT00656	PYPKT00656 - PAYROLL 6		PYPKT00656 - PAYROLL 6-15-26 TO 6-28-26 PAY DATE 7-2-26 - Pay 7/2/2026			601.60	
07/17/2026	PYPKT00671	PYPKT00671 - PAYROLL 6		PYPKT00671 - PAYROLL 6-29-26 TO 7-12-26 PAY DATE 7-17-26 - Pay 7/17/2026			680.18	
07/31/2026	PYPKT00682	PYPKT00682 - PAYROLL 7		PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26 - Pay 7/31/2026			599.00	
08/14/2026	PYPKT00685	PYPKT00685 - PAYROLL 7		PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26 - Pay 8/14/2026			632.60	
08/28/2026	PYPKT00691	PYPKT00691 - PAYROLL 8		PYPKT00691 - PAYROLL 8-10-26 TO 8-23-26 PAY DATE 8-28-26 - Pay 8/28/2026			605.94	
09/11/2026	PYPKT00722	PYPKT00722 - PAYROLL 8		PYPKT00722 - PAYROLL 8-24-26 TO 9-6-26 PAY DATE 9-11-26 - Pay 9/11/2026			649.55	
09/25/2026	PYPKT00732	PYPKT00732 - PAYROLL 9		PYPKT00732 - PAYROLL 9-7-26 TO 9-20-26 PAY DATE 9-25-26 - Pay 9/25/2026			604.54	
301-120-40010	PART-TIME SALARIES	0.00	37,638.00	0.00	11,454.28	11,454.28	26,183.72	69.57%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2026	GLPKT02337	JN03319		Payroll Accrual - FY 2025-26			-2,030.23	
07/02/2026	PYPKT00656	PYPKT00656 - PAYROLL 6		PYPKT00656 - PAYROLL 6-15-26 TO 6-28-26 PAY DATE 7-2-26 - Pay 7/2/2026			1,746.00	
07/17/2026	PYPKT00671	PYPKT00671 - PAYROLL 6		PYPKT00671 - PAYROLL 6-29-26 TO 7-12-26 PAY DATE 7-17-26 - Pay 7/17/2026			1,987.65	
07/31/2026	PYPKT00682	PYPKT00682 - PAYROLL 7		PYPKT00682 - PAYROLL 7-13-26 TO 7-26-26 PAY DATE 7-31-26 - Pay 7/31/2026			1,955.70	

Detail vs Budget Report

Date Range: 07/01/2026 - 06/30/2027

Account	Name		Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
301-120-40010	PART-TIME SALARIES - Continued		0.00	37,638.00	0.00	11,454.28	11,454.28	26,183.72	69.57%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
08/14/2026	PYPKT00685	PYPKT00685 - PAYROLL 7		PYPKT00685 - PAYROLL 7-27-26 TO 8-9-26 - Pay 8/14/2026				1,964.94	
08/28/2026	PYPKT00691	PYPKT00691 - PAYROLL 8		PYPKT00691 - PAYROLL 8-10-26 TO 8-23-26 PAY DATE 8-28-26 - Pay 8/28/2026				1,946.48	
09/11/2026	PYPKT00722	PYPKT00722 - PAYROLL 8		PYPKT00722 - PAYROLL 8-24-26 TO 9-6-26 PAY DATE 9-11-26 - Pay 9/11/2026				1,955.70	
09/25/2026	PYPKT00732	PYPKT00732 - PAYROLL 9		PYPKT00732 - PAYROLL 9-7-26 TO 9-20-26 PAY DATE 9-25-26 - Pay 9/25/2026				1,928.04	
301-120-40100	WILLOWS LIBRARY - POSTAGE EXPENSE		0.00	350.00	0.00	0.00	0.00	350.00	100.00%
301-120-40300	TRAINING & TRAVEL		0.00	575.00	0.00	58.00	58.00	517.00	89.91%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
08/12/2026	APPKT00629	IS859567	56994	LISTENING & SPEAKING TEST IVR - LIBRAR	2575 - ALTA LANGUAGE SERVICES			58.00	
301-120-40400	ADVERTISING		0.00	0.00	0.00	90.90	90.90	-90.90	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
09/11/2026	APPKT00640	4519	57125	LEGAL AD - BOARD VACANCY - LIBRARY	2041 - SACRAMENTO VALLEY MIRROR			90.90	
301-120-40500	DUES & SUBSCRIPTIONS		0.00	1,450.00	0.00	425.00	425.00	1,025.00	70.69%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
08/25/2026	APPKT00632	WATSON073126-01	57043	ASSOC RURAL & SMALL LIBRARIES-ARSL MEMBERSHIP -LIB	2484 - COLUMBIA BANK COMMERCIAL CARD			175.00	
08/25/2026	APPKT00632	WATSON073126-02	57043	CA LIBRARY ASSOC - INST CLA MEMBERSHIP - LIB	2484 - COLUMBIA BANK COMMERCIAL CARD			250.00	
09/24/2026	APPKT00645	WATSON083126-07	57148	LIGHTBURN - LASER CUTTER SOFTWARE - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD			99.00	
09/24/2026	APPKT00645	WATSON083126-08	57148	LIGHTBURN - REFUND- LASER CUTTER SOFTWARE -LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD			-99.00	
301-120-40999	SPECIAL DEPARTMENT		0.00	2,000.00	0.00	50.00	50.00	1,950.00	97.50%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
07/20/2026	APPKT00618	071726WC&BA	56954	BOTH FEES 8-15-26 JENSEN PARK - LIBRAR	2570 - WILLOWS CAR & BIKE ASSOCIATION			50.00	
301-120-41000	MATERIALS & SUPPLIES		0.00	6,500.00	0.00	2,978.50	2,978.50	3,521.50	54.18%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
07/29/2026	APPKT00623	141047	56991	PAINT & SUPPLIES - LIBRARY	2295 - WILLOWS ACE HARDWARE			22.76	
08/11/2026	APPKT00629	7831279	57002	LABEL SUPPLIES - LIBRARY	1325 - DEMCO, INC.			1,647.80	
08/25/2026	APPKT00632	WATSON073126-05	57043	AMAZON - SUPPLIES - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD			290.69	
08/25/2026	APPKT00632	WATSON073126-07	57043	AMAZON - BARCODE SCANNERS - LIBRAR	2484 - COLUMBIA BANK COMMERCIAL CARD			430.64	

Detail vs Budget Report

Date Range: 07/01/2026 - 06/30/2027

Account	Name		Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
301-120-41000	MATERIALS & SUPPLIES - Continued		0.00	6,500.00	0.00	2,978.50	2,978.50	3,521.50	54.18%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
08/25/2026	APPKT00632	WATSON073126-08	57043	AMAZON - SUPPLIES - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		14.29		
08/25/2026	APPKT00632	WATSON073126-09	57043	AMAZON - TONER - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		126.61		
08/25/2026	APPKT00632	WATSON073126-10	57043	AMAZON - EXTENSION CORD FOR STAFF - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		21.47		
08/25/2026	APPKT00632	WATSON073126-12	57043	AMAZON - 3 DIGITAL WALL CLOCKS - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		97.83		
09/24/2026	APPKT00645	WATSON083126-02	57148	AMAZON - STORAGE CLEANING, & TOOL - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		189.41		
09/24/2026	APPKT00645	WATSON083126-04	57148	AMAZON - STORAGE FOR 3D FILAMENT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		137.00		
301-120-41002	LIBRARY PRINT MATERIALS		0.00	10,000.00	0.00	1,662.79	1,662.79	8,337.21	83.37%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
07/14/2026	APPKT00618	999102873353	56901	2 BESTSELLER PAPERBACK BOOKS - LIBRA	1219 - CENGAGE LEARNING INC/GALE		84.94		
07/27/2026	APPKT00623	1XCK-G31T-PPJL	56961	2 BOOKS - LIBRARY	1052 - AMAZON CAPITAL SERVICES		35.29		
07/28/2026	APPKT00623	20046390	56964	BESTSELLER COLLECTION 4 PREPAY - LIBRARY	1219 - CENGAGE LEARNING INC/GALE		510.94		
08/10/2026	APPKT00629	16VL-6MDH-PRNG	56995	LIBRARY MATERIALS #6 - LIBRARY	1052 - AMAZON CAPITAL SERVICES		16.12		
08/10/2026	APPKT00629	1CXY-61GT-D6N6	56995	JULY-AUGUST BOOK ORDER - LIBRARY	1052 - AMAZON CAPITAL SERVICES		612.13		
08/10/2026	APPKT00629	1LC1-69X3-3HWD	56995	LIBRARY MATERIALS #3 - LIBRARY	1052 - AMAZON CAPITAL SERVICES		18.54		
08/10/2026	APPKT00629	1XF9-6KJK-V4NY	56995	LIBRARY MATERIALS - LIBRARY	1052 - AMAZON CAPITAL SERVICES		56.94		
09/08/2026	APPKT00640	14LH-7K3V-JDM9	57092	LIBRARY MATERIALS #2 - LIBRARY	1052 - AMAZON CAPITAL SERVICES		17.35		
09/23/2026	APPKT00645	1NC7-DY3P-GLY7	57143	JULY/AUGUST BOOK ORDER - LIBRARY	1052 - AMAZON CAPITAL SERVICES		143.57		
09/23/2026	APPKT00645	1XWH-VDRH-RTND	57143	LIBRARY MATERIALS #3 - LIBRARY	1052 - AMAZON CAPITAL SERVICES		36.49		
09/24/2026	APPKT00645	WATSON083126-06	57148	AMAZON - CARRYING CASE SEWING MACHINES - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		130.48		
301-120-43100	EQUIPMENT MAINTENANCE		0.00	1,500.00	0.00	258.77	258.77	1,241.23	82.75%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
08/14/2026	APPKT00629	141077	57041	JOINT COMPOUND - LIBRARY	2295 - WILLOWS ACE HARDWARE		15.21		
08/14/2026	APPKT00629	141105	57041	PAINT - LIBRARY	2295 - WILLOWS ACE HARDWARE		33.32		
08/14/2026	APPKT00629	141142	57041	SPRAYPAINT - LIBRARY CARTS - LIBRARY	2295 - WILLOWS ACE HARDWARE		48.88		
09/24/2026	APPKT00645	WATSON083126-01	57148	AMAZON - CABINET REFINISHING MATERIAL - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		15.21		
09/24/2026	APPKT00645	WATSON083126-03	57148	AMAZON - REFUND - BAR CODE SCANNER - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		-107.66		
09/24/2026	APPKT00645	WATSON083126-05	57148	AMAZON - WORKTOP REFINISHING MATERIALS - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CARD		253.81		

Detail vs Budget Report

Date Range: 07/01/2026 - 06/30/2027

Account		Name	Encumbrances		Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
301-120-44000		CONTRACTUAL SERVICES	0.00		6,100.00	0.00	4,919.00	4,919.00	1,181.00	19.36%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
07/14/2026	APPKT00618	2423	56930	FY26-27 NSCLS ANNUAL UNFUNDED LIAB -CALPERS - LIBR	1855 - NORTHNET LIBRARY SYSTEM				1,062.00	
08/10/2026	APPKT00629	INV-10106	56997	4020 ANNUAL SOFTWARE SUPPORT & HOSTING - LIBRARY	1158 - BYWATER				3,183.00	
08/11/2026	APPKT00629	2499	57018	FY26-27 NLS MEMBERSHIP FEES - LIBRAR	1855 - NORTHNET LIBRARY SYSTEM				674.00	
			120 - LIBRARY Totals:	0.00	269,991.27	0.00	68,897.07	68,897.07	201,094.20	74.48%
			Expense Totals:	0.00	269,991.27	0.00	68,897.07	68,897.07	201,094.20	74.48%
			301 - GENERAL Totals:	0.00	269,991.27	0.00	68,897.07	68,897.07	201,094.20	74.48%
			Report Total:	0.00	269,991.27	0.00	68,897.07	68,897.07	201,094.20	74.48%

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
301 - GENERAL	0.00	269,991.27	0.00	68,897.07	68,897.07	201,094.20	74.48%
Report Total:	0.00	269,991.27	0.00	68,897.07	68,897.07	201,094.20	74.48%



City of Willows

Detail Report

Account Detail

Date Range: 07/01/2026 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 352 - CLSA DELIVERY								
352-120-40999		SPECIAL DEPARTMENT				0.00	2,252.56	2,252.56
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
08/27/2026	APPKT00634	INV26-01132	57070	FY26 Q4 MRC BILLING APRIL - JUNE 2026 - LIBRARY	2432 - IMPERIAL COUNTY OFFICE OF EDUC		2,252.56	2,252.56
Total Fund: 352 - CLSA DELIVERY:						Beginning Balance: 0.00	Total Activity: 2,252.56	Ending Balance: 2,252.56
Grand Totals:						Beginning Balance: 0.00	Total Activity: 2,252.56	Ending Balance: 2,252.56

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
352 - CLSA DELIVERY	0.00	2,252.56	2,252.56
Grand Total:	0.00	2,252.56	2,252.56



City of Willows

Detail Report Account Detail

Date Range: 07/01/2026 - 06/30/2027

Account		Name			Beginning Balance		Total Activity	Ending Balance
Fund: 341 - ZIP BOOKS - STATE								
341-120-40999		SPECIAL DEPARTMENT			0.00		945.09	945.09
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/20/2026	APPKT00618	WATSON063026-01	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		30.23	30.23
07/20/2026	APPKT00618	WATSON063026-02	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		17.39	47.62
07/20/2026	APPKT00618	WATSON063026-03	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		15.17	62.79
07/20/2026	APPKT00618	WATSON063026-04	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		27.41	90.20
07/20/2026	APPKT00618	WATSON063026-05	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		17.85	108.05
07/20/2026	APPKT00618	WATSON063026-06	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		26.61	134.66
07/20/2026	APPKT00618	WATSON063026-08	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		49.00	183.66
07/20/2026	APPKT00618	WATSON063026-10	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		29.97	213.63
07/20/2026	APPKT00618	WATSON063026-11	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		7.96	221.59
07/20/2026	APPKT00618	WATSON063026-12	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		12.47	234.06
07/20/2026	APPKT00618	WATSON063026-13	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		49.37	283.43
07/20/2026	APPKT00618	WATSON063026-14	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		5.07	288.50
07/20/2026	APPKT00618	WATSON063026-15	56902	REFUND - AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		-17.85	270.65
07/20/2026	APPKT00618	WATSON063026-16	56902	AMAZON - ZIP BOOK GRANT - LIBRARY	2484 - COLUMBIA BANK COMMERCIAL CA		17.85	288.50
07/27/2026	APPKT00623	1FR3-TGJY-FCWK	56961	39 BOOKS - LIBRARY	1052 - AMAZON CAPITAL SERVICES		656.59	945.09
Total Fund: 341 - ZIP BOOKS - STATE:					Beginning Balance: 0.00	Total Activity: 945.09	Ending Balance: 945.09	
Grand Totals:					Beginning Balance: 0.00	Total Activity: 945.09	Ending Balance: 945.09	

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
341 - ZIP BOOKS - STATE	0.00	945.09	945.09
Grand Total:	0.00	945.09	945.09



City of Willows

Detail Report

Account Detail

Date Range: 07/01/2026 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 205 - FRANCIS KING								
205-000-11500		INTEREST RECEIVABLE				46.24	-46.24	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			-46.24	0.00
205-000-76600		INTEREST EARNED				0.00	46.24	46.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			46.24	46.24
Total Fund: 205 - FRANCIS KING:						Beginning Balance: 46.24	Total Activity: 0.00	Ending Balance: 46.24
Grand Totals:						Beginning Balance: 46.24	Total Activity: 0.00	Ending Balance: 46.24

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
205 - FRANCIS KING	46.24	0.00	46.24
Grand Total:	46.24	0.00	46.24



City of Willows

Detail Report

Account Detail

Date Range: 07/01/2026 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance	
Fund: 204 - MCDOLE TRUST LIBRARY									
204-000-11500		INTEREST RECEIVABLE				30.45	-30.45	0.00	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			-30.45	0.00	
204-000-76600		INTEREST EARNED				0.00	30.45	30.45	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			30.45	30.45	
Total Fund: 204 - MCDOLE TRUST LIBRARY:						Beginning Balance:	30.45	Total Activity: 0.00	Ending Balance: 30.45
Grand Totals:						Beginning Balance:	30.45	Total Activity: 0.00	Ending Balance: 30.45

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
204 - MCDOLE TRUST LIBRARY	30.45	0.00	30.45
Grand Total:	30.45	0.00	30.45



City of Willows

Detail Report Account Detail

Date Range: 01/01/2004 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 205 - FRANCIS KING								
205-000-10000		CLAIM ON CASH				0.00	77,613.26	77,613.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02430		04/30/2023 Balances			72,841.90	72,841.90
05/23/2023	GLPKT00007	JN02600		05/01/2023-05/23/2023 Activity			0.00	72,841.90
06/30/2023	GLPKT00249	JN02763		Interest Distribution - FY 2022-23			490.71	73,332.61
06/30/2023	GLPKT00816	JN02856		FY 2022-23 Audit Entries			-4,852.28	68,480.33
06/30/2024	GLPKT00851	JN02874		Interest Distribution - FY 2023-24			1,300.16	69,780.49
06/30/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-228.49	69,552.00
06/30/2024	GLPKT01489	JN03105		FY 2023-24 Audit Journals			4,852.28	74,404.28
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			228.49	74,632.77
06/30/2025	GLPKT01744	JN03151		To Distribute Interest - FY 2024-25			1,506.57	76,139.34
06/30/2026	GLPKT02388	JN03330		?nterest Distribution - FY 2025-26			1,473.92	77,613.26
205-000-11500		INTEREST RECEIVABLE				0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02430		04/30/2023 Balances			0.00	0.00
05/23/2023	GLPKT00007	JN02600		05/01/2023-05/23/2023 Activity			0.00	0.00
06/30/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			31.33	31.33
07/01/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			-31.33	0.00
06/30/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			228.49	228.49
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-228.49	0.00
06/30/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			69.92	69.92
10/13/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			-69.92	0.00
06/30/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			46.24	46.24
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			-46.24	0.00
205-000-39000		FUND BALANCE				0.00	-883.24	-883.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02430		04/30/2023 Balances			-72,858.61	-72,858.61
05/23/2023	GLPKT00007	JN02600		05/01/2023-05/23/2023 Activity			0.00	-72,858.61
06/30/2023	GLPKT00816	JN02856		FY 2022-23 Audit Entries - #4			71,975.37	-883.24
06/30/2023	GLPKT00816	JN02856		FY 2022-23 Audit Entries			4,852.28	3,969.04
06/30/2024	GLPKT01489	JN03105		AJE #20 - To correct prior year entries			-4,852.28	-883.24

Detail Report

Date Range: 01/01/2004 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance
205-000-76600		INTEREST EARNED				0.00	-4,754.65	-4,754.65
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02430		04/30/2023 Balances			16.71	16.71
05/23/2023	GLPKT00007	JN02600		05/01/2023-05/23/2023 Activity			0.00	16.71
06/30/2023	GLPKT00249	JN02763		Interest Distribution - FY 2022-23			-490.71	-474.00
06/30/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			-31.33	-505.33
07/01/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			31.33	-474.00
06/30/2024	GLPKT00851	JN02874		Interest Distribution - FY 2023-24			-1,300.16	-1,774.16
06/30/2025	GLPKT01744	JN03151		To Distribute Interest - FY 2024-25			-1,506.57	-3,280.73
06/30/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			-69.92	-3,350.65
10/13/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			69.92	-3,280.73
06/30/2026	GLPKT02388	JN03330		?nterest Distribution - FY 2025-26			-1,473.92	-4,754.65
06/30/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			-46.24	-4,800.89
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			46.24	-4,754.65
205-000-79950		TRUST FUND REVENUES				0.00	-71,975.37	-71,975.37
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/30/2023	GLPKT00816	JN02856		FY 2022-23 Audit Entries - #4			-71,975.37	-71,975.37
Total Fund: 205 - FRANCIS KING:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Grand Totals:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00

Fund Summary

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



City of Willows

Detail Report Account Detail

Date Range: 01/01/2004 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 204 - MCDOLE TRUST LIBRARY								
204-000-10000		CLAIM ON CASH				0.00	51,113.88	51,113.88
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02429		04/30/2023 Balances			50,355.34	50,355.34
05/23/2023	GLPKT00007	JN02599		05/01/2023-05/23/2023 Activity			0.00	50,355.34
06/30/2023	GLPKT00249	JN02763		Interest Distribution - FY 2022-23			339.23	50,694.57
06/30/2024	GLPKT00851	JN02874		Interest Distribution - FY 2023-24			962.48	51,657.05
06/30/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-169.15	51,487.90
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
06/30/2025	GLPKT01744	JN03151		To Distribute Interest - FY 2024-25			1,039.77	52,101.98
07/03/2025	APPKT00459	55717		DEMCO, INC. SEC REI PMT	1325 - DEMCO, INC.		-851.09	51,250.89
07/18/2025	APPKT00463	55758		DEMCO, INC. SEC REI PMT	1325 - DEMCO, INC.		-774.96	50,475.93
09/11/2025	APPKT00489	55929		AMAZON CAPITAL SERVICES SEC REI P	1052 - AMAZON CAPITAL SERVICES		-332.73	50,143.20
06/30/2026	GLPKT02388	JN03330		?nterest Distribution - FY 2025-26			970.68	51,113.88
204-000-11500		INTEREST RECEIVABLE				0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02429		04/30/2023 Balances			0.00	0.00
05/23/2023	GLPKT00007	JN02599		05/01/2023-05/23/2023 Activity			0.00	0.00
06/30/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			21.65	21.65
07/01/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			-21.65	0.00
06/30/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			169.15	169.15
07/01/2024	GLPKT00852	JN02875		Distribute Interest Receivable - FY 2023.24			-169.15	0.00
06/30/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			48.26	48.26
10/13/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			-48.26	0.00
06/30/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			30.45	30.45
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			-30.45	0.00
204-000-20100		ACCOUNTS PAYABLE				0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02429		04/30/2023 Balances			0.00	0.00
05/23/2023	GLPKT00007	JN02599		05/01/2023-05/23/2023 Activity			0.00	0.00

Detail Report

Date Range: 01/01/2004 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance
204-000-20101		ACCOUNTS PAYABLE PENDING				0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/02/2025	APPKT00441	051625AB	55631	REBURSEMENT 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
07/03/2025	APPKT00459	55717		DEMCO, INC. SEC PMT	1325 - DEMCO, INC.		851.09	-774.96
07/18/2025	APPKT00463	55758		DEMCO, INC. SEC PMT	1325 - DEMCO, INC.		774.96	0.00
09/09/2025	APPKT00484	17VR-HRDX-N13C	55929	KIDS SEATING RUG - BOARD TRUST FUND APPR-LIBRARY SEC PBL	1052 - AMAZON CAPITAL SERVICES		-332.73	-332.73
09/11/2025	APPKT00489	55929		AMAZON CAPITAL SERVICES SEC PMT	1052 - AMAZON CAPITAL SERVICES		332.73	0.00
204-000-39000		FUND BALANCE				0.00	-617.91	-617.91
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02429		04/30/2023 Balances			-50,971.61	-50,971.61
05/23/2023	GLPKT00007	JN02599		05/01/2023-05/23/2023 Activity			0.00	-50,971.61
06/30/2023	GLPKT00816	JN02856		FY 2022-23 Audit Entries - #3			50,353.70	-617.91
204-000-49999		TRUST FUND EXPENSES				0.00	3,158.20	3,158.20
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02429		04/30/2023 Balances			604.58	604.58
05/23/2023	GLPKT00007	JN02599		05/01/2023-05/23/2023 Activity			0.00	604.58
06/02/2025	APPKT00441	051625AB	55631	REBURSEMENT FOR OFFICE CHAIRS-BOT-MCDOLE TRST-LIB	2487 - ARDYTHE BRANDON		594.84	1,199.42
06/30/2025	APPKT00452	7661502	55717	CARPET FOR KIDS-LIBRARY BOARD TRUST FUND APPROVED	1325 - DEMCO, INC.		851.09	2,050.51
06/30/2025	APPKT00460	7665812	55758	SPUTNIK CARPET-LIBRARY BOARD TRUST FUND APPROVED	1325 - DEMCO, INC.		774.96	2,825.47
09/09/2025	APPKT00484	17VR-HRDX-N13C	55929	KIDS SEATING RUG - BOARD TRUST FUND APPR-LIBRARY	1052 - AMAZON CAPITAL SERVICES		332.73	3,158.20

Detail Report

Date Range: 01/01/2004 - 06/30/2027

Account		Name				Beginning Balance	Total Activity	Ending Balance
204-000-76600		INTEREST EARNED				0.00	-3,300.47	-3,300.47
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/30/2023	GLPKT00006	JN02429		04/30/2023 Balances			11.69	11.69
05/23/2023	GLPKT00007	JN02599		05/01/2023-05/23/2023 Activity			0.00	11.69
06/30/2023	GLPKT00249	JN02763		Interest Distribution - FY 2022-23			-339.23	-327.54
06/30/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			-21.65	-349.19
07/01/2023	GLPKT00250	JN02764		Interest Accrual - FY 2022-23			21.65	-327.54
06/30/2024	GLPKT00851	JN02874		Interest Distribution - FY 2023-24			-962.48	-1,290.02
06/30/2025	GLPKT01744	JN03151		To Distribute Interest - FY 2024-25			-1,039.77	-2,329.79
06/30/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			-48.26	-2,378.05
10/13/2025	GLPKT01745	JN03152		Interest Receivable - FY 2024-25			48.26	-2,329.79
06/30/2026	GLPKT02388	JN03330		?nterest Distribution - FY 2025-26			-970.68	-3,300.47
06/30/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			-30.45	-3,330.92
07/01/2026	GLPKT02389	JN03331		Allocate Interest Receivable FY 2025-26			30.45	-3,300.47
204-000-79950		TRUST FUND REVENUES				0.00	-50,353.70	-50,353.70
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/30/2023	GLPKT00816	JN02856		FY 2022-23 Audit Entries - #3			-50,353.70	-50,353.70
Total Fund: 204 - MCDOLE TRUST LIBRARY:				Beginning Balance:	0.00	Total Activity:	0.00	Ending Balance: 0.00
Grand Totals:				Beginning Balance:	0.00	Total Activity:	0.00	Ending Balance: 0.00

Fund Summary

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



Date: October 8, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Trust Fund Interest Rate & Management

Recommendation:

Discuss the information from the City of Willows which defined the trust fund interest rates for the King and McDole trust funds.

Rationale for Recommendation:

The Library Board of Trustees has requested to review the interest rates for both the McDole and King trust funds managed by the City of Willows. The Library Board of Trustees feels the trust accounts are not earning enough interest under the City of Willows administration and would like to explore other management scenarios to earn more over time.

Background:

City staff were instructed by the City Manager in February & April of 2026 to focus their attention on preparing the 2026-2027 budget and hold off on any reporting until the new budget is approved. Email correspondence took place between the Library Board of Trustees member and the City Manager about this request for information on several occasions. On May 6, 2026, the City Manager communicated electronically with Ardythe Brandon that the rate was 2.1% for both trust funds. On June 15, 2026, Joei Harrison, the Finance Director, indicated that the McDole trust (1973) has earned \$34,262.89 over time, and the King trust (2004) has earned \$3,764.42 over time. City financial staff has acknowledged that since the switch to the Tyler system, accessing financial information before 2023 is very difficult.

Discussion & Analysis:

The Library Board of Trustees will discuss the Elizabeth McDole and Francis King Trust Funds. These funds are held by the City on behalf of the Willows Public Library and are intended to support library services, programs, and materials for the benefit of library patrons.

Recent Board and staff communications have identified areas for clarification, including alignment with donor intent and fund management practices. This discussion is intended to provide clarity and direction for future consideration of Trust Fund expenditures.

Fiscal Impact:

There is no fiscal impact from discussing the interest rates of the McDole and King trust funds. Changing the administration of the trust accounts may incur a financial impact, which will need further discussion and action at future board meetings.



Date: October 8, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Public Computer Update

Recommendation:

Authorize the City Librarian to reimburse the city for 50% of the cost, using library trust funds for the purchase of 5 desktop computers.

Rationale for Recommendation:

The library's public access computers were overdue for replacement to maintain reliable service for patrons. The City Librarian has identified cost savings of up to \$5,135.99 by purchasing computers on sale from Dell in the current fiscal year. Proceeding with the computer purchase now will ensure continued access to essential library services while achieving cost savings and avoiding potential price increases.

Background:

The library provides public access computers for community use, supporting services such as internet access, job searches, and educational activities. These computers are used regularly by patrons and are an important component of library operations. The current equipment is aged and has reached the end of its useful life, prompting staff to evaluate replacement options to ensure continued service reliability.

Discussion & Analysis:

Staff obtained a quote through M&I for Dell Slim Pro model workstations totaling \$10,775.70. In evaluating cost-saving alternatives, the City Librarian identified comparable Dell Slim model workstations available directly through Dell at a total cost of \$5,639.71 under current sale pricing, with a regular (non-sale) price of \$6,599.95 plus tax. While the M&I quote reflects the Dell Slim Pro model, which includes a five-year warranty, the Dell Slim model includes a four-year warranty and meets the operational needs of the library. Staff determined that the Dell Slim units provide sufficient performance and functionality for typical public access uses, including internet access, job searches, and educational activities.

Although the Slim Pro model offers an additional year of warranty coverage, the cost difference of over \$5,000 outweighs the added benefit of the extended warranty. The selected Dell Slim units provide a cost-effective solution while maintaining adequate reliability and support for library operations. By selecting the Dell Slim model through the current sale, the city and library would realize a cost savings of approximately \$5,135.99 compared to the M&I quote, while still meeting library service needs. This approach allows the city and library to replace aging equipment in a fiscally responsible manner without compromising essential functionality. Should the current sale pricing expire, the regular pricing for the Dell Slim units still represents significant cost savings compared to the M&I quote.

Fiscal Impact:

The total cost of the purchase will not exceed \$3,500. However, staff recommends requesting a 50% reimbursement from the library trust funds at the next Library Board of Trustee meeting in October. If approved, the total cost to the City's General Fund would not exceed \$3,500.

Attachments:

- Attachment 1: Dell Computer Quote
- Attachment 2: Dell Computer Invoice

Cart (5 items)

[Remove All Items](#) [My Saved Items](#)

Items	Quantity	Price
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Dell Slim Desktop

[Save for later](#)

—

5

+

[Remove items](#)

~~\$6,599.95~~

- \$1,350.00

\$5,249.95

View details

Warranty & Support

Includes a Basic Onsite Service after remote diagnosis with Hardware-Only Support, 48 Month(s)

Upgrade to ProSupport Plus with ProSupport and AD and KYHD with Technical Customer Success Mgr, 48 Month(s)

\$389.00 Per System

Add To Cart

Dell Recommended

[Show Details](#)

Delivery to 91909

Free 2-Day delivery as soon as **Wednesday, May 13** if ordered by 2 PM CT tomorrow



Thanks for your order.

You'll receive an order confirmation soon.

Manage your orders

Hello MARTI,

We have your order that you placed on June 19, 2026. Your Dell purchase ID is **2008320538193**. Next, you should receive an order confirmation.

To manage your orders, you'll need to sign in to My Account.

Order Information

eQuote number: 3000203713574

Customer Information

Company: CITY OF WILLOWS
Customer: MARTI BROWN
Email: KPRICE@CITYOFWILLOWS.ORG
Customer Number: 550361008866

Sales Representative Information

Name: Herbert Perryman
Email: Herbert.Perryman@dell.com
Telephone Number: 7372520480

Order Details

Description		Qty	Total
	Dell Pro Slim Desktop	5	\$6,231.90
Subtotal			\$6,231.90
Shipping &/or Handling			\$0.00
Non-taxable Amount			\$1,502.85
Taxable Amount			\$4,729.05
Estimated Tax			\$413.80
Total (USD)			\$6,645.70

Ship To

BROWN MARTI
CITY OF WILLOWS
201 N LASSEN ST
WILLOWS CA 95988-2704
(530) 9347041

Shipping method

Standard Delivery

Bill To

BROWN MARTI
CITY OF WILLOWS
201 N LASSEN ST
WILLOWS, CA. 95988-2704,
(530) 9347041

Payment method

Credit Card

Amount

USD \$6,645.70

Note: Your credit card will be charged once your order has been shipped

Do more online while you wait for your order.

**[My Account](#)**

Review order history, change your shipping address, start a return or exchange, get help or cancel your order.

**[Review frequently asked questions](#)**

Quickly find answers to common support questions.

Thank you for choosing Dell Technologies.

Important Notices:

Unless you have a separate written agreement that specifically applies to this order, your order is subject to [Dell's Terms of Sale](#), or, for cloud/as-a-Service offerings, the applicable cloud terms of service available at www.dell.com/offeringspecificterms. Consumers: these terms include a binding consumer arbitration provision.

Dell reserves the right to cancel this order in the event of pricing or other errors.

All tax quoted by Dell is estimated; final taxes will be listed on the invoice.

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Date: October 8, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Library Board Officers

Recommendation:

Conduct the election of Library Board of Trustee officers.

Rationale for Recommendation:

Regular election of Board officers ensures continued leadership, organization, and effective governance of the Library Board of Trustees in accordance with established practices and policies.

Background:

The Library Board of Trustees annually elects officers to serve in leadership roles, including President, Vice-President, and Secretary. These officers are responsible for facilitating meetings, supporting adherence to governance procedures, and ensuring continuity in Board operations. Current officers have been serving in these roles during the previous term, and the Board will now consider nominations and appointments for the upcoming term. The Vice President and Secretary roles are vacant as of the October Library Board meeting.

Discussion & Analysis:

The Board will open nominations for each officer position and may nominate members for Vice-President and Secretary. Following nominations, the Board will conduct the election in accordance with its standard procedures. The newly elected officers will assume their roles immediately or at the conclusion of the meeting, as determined by the Board.

Fiscal Impact:

There is no fiscal impact associated with the election of Board officers.



Date: October 8, 2026
To: Library Board of Trustees Christine
From: Watson, City Librarian
Subject: Meeting with City Council

Recommendation:

Authorize the City Librarian to request a joint meeting of the Library Board and City Council.

Rationale for Recommendation:

Three of the five members of the Willows Library Board of Trustees are new to public service, and the community is generally interested in the two bodies collaborating, as noted at several City Council meetings.

Background:

The City of Willows City Council requested a meeting with the Willows Library Board of Trustees in fall 2025 to discuss shared interests and goals for the library. At that time, the Board did not move forward with the proposed meeting. The Library Board of Trustees has operated under a 1989 Memorandum of Understanding (MOU) outlining the respective roles and authority of the Board and the Willows City Council. Following the conclusion of the shared contract agreement with the City of Orland and the transition to new library leadership, the structure and oversight of library operations have evolved. Several adjustments to Library Board operations have also taken place since August 2025. As these changes continue to develop, revisiting the respective roles and responsibilities of the Library Board of Trustees and the City Council would provide an opportunity to establish shared expectations, strengthen communication, and support effective collaboration in serving the Willows community.

Discussion & Analysis:

The Library Board of Trustees will discuss concerns about financial documentation for the library, changes to bylaws and other governing documentation like the MOU, and future board vacancies.

Fiscal Impact:

There is no fiscal impact associated with scheduling a meeting between the Library Board of Trustees and the Willows City Council.



Date: October 8, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Amend Bylaw 1-C

Recommendation:

Authorize the City Librarian to draft an amendment to the Library Board of Trustees Bylaw 1-C to alter meeting times and share it with the board for the 21-day requirement.

Rationale for Recommendation:

The community has voiced its concerns about the Library Board of Trustees meeting taking place at a time when the community cannot attend. However, Bylaw 1-C indicates that the board must take action to make changes to its meeting times.

Background:

The City Librarian has commented on several occasions that the Thursday morning meeting time for the Library Board does not allow community members to actively participate in the process. The City of Willows has encouraged the Library Board of Trustees to hold their meetings within the Council Chambers, as all boards, committees, and commissions do. During the discussion around maintaining the Library Board of Trustees by City Council on July 28, 2026, community members stated they would like to see the time changed and for the meetings to be visually recorded, as City Council meetings are to participate. According to Bylaw 1-F, the Library Board of Trustees must be given an amended Bylaw 21 days prior to action being taken. Between the Memorandum of Understanding (MOU) in 1989 and Municipal Code 2.70.020, the meeting time, place, and frequency must go through both the Library Board of Trustees and City Council in order to change.

Discussion & Analysis:

The Board will discuss alternative meeting times and days that will allow for more community participation as the first step in updating Bylaw 1-C. Once amended, the new Bylaw will need to go to City Council for resolution, as stated in the current Municipal Code.

Fiscal Impact:

There is no fiscal impact associated with the amendment of a Bylaw.

Attachments:

- Attachment 1: Bylaw 1-C
- Attachment 2: Bylaw 1-F

CITY OF WILLOWS
LIBRARY POLICY MANUAL

POLICY: 1-C

SUBJECT: Board of Trustees Meetings

EFFECTIVE DATE: 3/90

REVISED DATE: 9/02; 03/10

1. One regular meeting shall be held on alternating months, the date and hour to be set by the board.
2. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered so far as circumstances will permit:
 - a. Roll call of members
 - b. Disposition of minutes of the previous regular meeting and any intervening special meeting
 - c. Open floor to the general public
 - d. Financial report of the Library by the Library Director
 - e. Progress and service report by the Library Director
 - f. Committee reports
 - g. Review of incoming and outgoing communications
 - h. Unfinished/old business
 - i. New business
 - j. Comments by board members
 - k. Adjournment
3. Special meetings may be called by any member of the Board for the transaction of business as stated in the call for the meeting.
4. A quorum for the transaction of any business at any meeting shall consist of three (3) members of the board.
5. An affirmative vote of the majority of all members of the Board shall be necessary to approve any action before the Board.

CITY OF WILLOWS
LIBRARY POLICY MANUAL

POLICY: 1-F

SUBJECT: Amendment of Bylaws

EFFECTIVE DATE: 3/90

REVISED: 9/02

These bylaws may be amended at any regular meeting by a majority vote, provided that the amendment has been submitted in writing to all Board Members at least twenty-one (21) days prior to the date of any such meeting, or at the previous regular meeting.



COMMENTS AND REPORTS