Humboldt County Library Partnership EXHIBIT A Scope of Work July 2024 – June 2025

Measurable Objectives	Major Activities	Documentation of Work Performed
1. Promote Humboldt County Library as a Family Friendly Place and continue to make the 'Family Spaces' in all county library facilities more appealing and welcoming to at-risk, multilingual and ethnic families	 1 a) Maintain and enhance Parenting Corners and children's collections in the Main Library and branches. 1.b) Promote library resources for children and families in print, website, and social media 	Photographs of Parenting Corners and other family spaces in Libraries. List which Branches have Parenting Corners (or just 'all) in reports Examples of promotion efforts included in Reports.
2. Continue to enhance the collections of family support resources, multi-lingual materials, audiovisual, and other core collections for the young child	2 Purchase, catalogue, distribute, and publicize new collection materials for young children and families as needed,	List of new materials purchased.
3. Continue programming for families, parents and childcare providers	3 a). Continue outreach efforts including Storytime, Family Literacy Nights, and other Outreach programs in main library and branch libraries, including partnering with agencies and community groups like FAAN, HCOE, Paso a Paso, Arcata Playhouse, storytellers and musicians, First 5 Humboldt Playgroups and other community resources.	List of outreach events, including attendance, in reports (see Eval Plan)
4. Support Kindergarten Transition Activities and School Readiness	4) Continue to identify and purchase materials about school readiness and starting school.	Invoices of purchased materials

5. Continue outreach to Latinx Community	 5 a). Continue to promote availability of Library card applications and policy information in Spanish. Work with Latino Net, Network of FRCs, and others on ways to best reach Spanish-speaking families. 5 b). Provide Storytimes and literacy promotion to Spanish speaking groups such as Paso a Paso, churches, playgroups, and other identified groups. 5 c). Purchase additional Spanish and Bilingual materials for the Leap into Literacy program, the Main Library and the Branches; catalog and process for circulation 	Invoices of purchased materials Describe efforts in reports — identify examples of Spanish Language outreach and new collection materials Identify events and activities that are primarily in Spanish in the larger list of outreach events.
6. Continue to work with the Native American community to improve services	 6 a) Identify and participate in outreach activities focused on the Native American community. 6 b). Work with Northcoast Storytellers and others to provide programming with Native American Storytellers. 6 c). Continue to purchase Native American books and AV produced for use with young children 	Describe efforts and activities focused on the Native American community in reports. Invoices for purchased items
7. Maintain Leap into Literacy Program with deliveries of deposit collections and theme-based kits to select preschools and agencies serving the target audience	 7 a). Purchase additional materials for deposit collections and theme-based kits to replace lost or damaged items and to keep the collections fresh. 7 b). Continue to collect evaluation forms and to be responsive to suggestions for improving the service. 7 c) Continue to work toward enhancing the Leap into Literacy program to ensure that it remains efficient and responsive to the needs of sites. 7 d) Continue to develop relationships between the library and LIL sites to share information about programming and availability of library staff to participate in trainings for parents and/or site staff, outreach opportunities, and encouraging library visits by providers and families. 	Describe current Leap into Literacy activity in Reports. Include numbers served in Appendices

8. Provide ongoing training for staff	Participate in technical assistance/other activities provided by First 5 and/or First 5 designees that will encourage or support: - increasing skills to provide appropriate outreach and a welcoming environment to diverse families and caregivers including those who reflect diversity of race, ethnicity, gender, age, sexual orientation, income, or ability ensure that outreach, inclusion, and program activities are culturally proficient - explore and report on strategies to increase comfort levels for parents visiting the library with young children	Include staff trainings in reports.
9. Reporting and communication with First 5 Humboldt throughout the year	9.a) Submit timely Interim and Final Reports9 b) Review SOW and Evaluation Plan, and meet quarterly with First5 to discuss current activities and opportunities	Interim and Final Reports which include stories of family experiences and successes and challenges encountered through the year.
10. Program Evaluation and Attendance Tracking	10 a) Promote and collect Library Surveys and project surveys 10 b) Track and report attendance/participant numbers for all events, workshops, Leap into Literacy	Include with Interim and Final Reports, or as available.

Humboldt County Library Partnership Exhibit B Evaluation Plan 2024-2025

Benchmarks for FY 24-25:

- At least 75% of parents/caregivers completing Participant Surveys/Library patron surveys will report feeling that the library is family friendly.
- At least 80% of ECE providers participating in Leap into Literacy report increased reading to children in their care as a result of the program
- The library will add new children's materials by/about American Indians/Native Americans
- The library will add new children's Spanish language materials to its collection
- Library Patron surveys will be conducted from November-February at the main library and all branch libraries
- Reports will be submitted on time and will include participation numbers.

Information/data to be gathered	How data will be gathered	Connection to SOW	When	Who will do tasks or provide data
Parent satisfaction and perceptions of library as family friendly place	 Participant surveys (from other funded projects) Library patron survey at all branches 	# 10	Annually November 2024-February 2025	Surveys developed and analysis done by First 5 Humboldt Evaluators; Surveys distributed and collected by funded projects and library staff
2. Outreach efforts to target audiences	 Photographs of Parenting Corners in Eureka and branch libraries (preferably being enjoyed by families) Samples of Social Media posts 	#1 a	With reports	Library staff

3. Participant numbers, by age where feasible, for every event (First 5 funded or staff time First 5 funded) provided, including workshops, events, Family Literacy Nights, Storytimes, etc.	Sign in sheets (where possible) or headcounts tallied or estimated by staff. Deliverable is a table of events with date, title, location, brief description, and age break down of participants as follows: 0-2, 3-5, 6-18, parent or caregivers. For events where collecting detailed age data is not feasible, the minimum data recorded will be best estimates of a) children age 0-5, and b) attendees age 6 and older	#10 b	Table of events and participants with Interim and Final Reports including age breakdown as feasible.	Library staff
4. Examples and approximate numbers of new materials for children's collection, including Spanish language and Native American acquisitions	Invoices	2,5,6	Provide information with reports	Library staff
5. Publicity about Library events involving children	Copies of newspaper articles/press releases	1	With reports	Library staff
6. Maintenance/expansion of partnerships	Interim and Final Reports to include discussion and examples of new and/or currently active successful partnerships	3,5,6,7	With reports	Library staff
7. Participate in other evaluation activities in conjunction with First 5 Humboldt Evaluators, which may include staff interviews, parent interviews/focus groups, site visits, and other evaluation activities as requested	Library Patron Surveys (provided by First 5) Other activites TBD - for example, this could include helping First 5 conduct interviews of library families, LIL participants, or similar.	10	As appropriate/to be determined	Library staff; First 5 Evaluators

8. Interim and final reports	Interim and final reports	9	January and	Library staff
			July 2025	

Exhibit C Partnership Proposal First 5 Humboldt -- Humboldt County Library July 2024 - June 2025 Proposed Budget

	list	y - Dec 2024	lan	- June 2025		Budgeted Amount
Personnel	Jui	y - Dec 2024	Jai	i - Julie 2025	•	Amount
Outreach Coordinator	\$	29,165.00	\$	31,018.00	\$	60,183.00
Library Assistant		\$1,534.00		\$1,534.00	\$	3,068.00
Total	\$	30,699.00	\$	32,552.00	\$	63,251.00
Materials						
Children's collection	\$	-	\$	-	\$	-
Parenting collection	\$	-	\$	-	\$	-
Leap into Literacy books	\$	-	\$	-	\$	-
Materials for programs and spaces	\$	-	\$	-	\$	-
Total	\$	-	\$	-	\$	-
Operating expenses						
Travel	\$	1,900.00	\$	1,900.00	\$	3,800.00
Special Events	\$	-	\$	-	\$	-
Promotions & Training	\$	-	\$	-	\$	-
Supplies for programs and spaces	\$	-	\$	-	\$	-
Supplies for processing books		\$200		\$249	\$	449.00
Total	\$	2,100.00	\$	2,149.00	\$	4,249.00
Grand Total	\$	32,799.00	\$	34,701.00	\$	67,500.00

EXHIBIT D

Exhibit D Partnership Proposal 2024 - 2025 First 5 Humboldt -- Humboldt County Library Budget Narrative

1. Personnel

Outreach Coordinator (Senior Library Assistant) @ 28.125 hours per week 7/1/24-8/17/24 and 30 hours per week 8/20/24-6/30/25

Funds Requested: \$63,251

The Outreach Coordinator position is a Senior Library Assistant starting the fiscal year at Step A and moving to Step B on the County salary scale. First 5 Humboldt pays for 75% of her salary and benefits, or 28.125 hours per week from July 1, 2024 to August 17, 2024 and 30 hours per week from August 20, 2024 – June 30, 2025. On August 13, 2024, The Board of Supervisors approved revising 37.50 hour classifications to 40 hour positions of the same classification to provide Library personnel with more capacity to serve the public, implement programs, participate in outreach and manage projects. The grant-funded cost is estimated at \$63,251, based on current salary and a step increase to Step C in approximately December 2024.

The estimates of salary costs for the Library Assistant and the Outreach Coordinator include 13 paychecks in the July-December period, and 13 paychecks in January-June.

The Outreach Coordinator implements outreach services to children ages 0-5 and their families and to work with community agencies and organizations to promote early literacy and library services. Her tasks include planning and presenting virtual and in-person programs; visiting playgroups and preschool parent meetings to offer story time and information on library services; working with community organizations to support families with young children; and selecting, preparing, and delivering library materials to Leap into Literacy sites.

Library Assistant @ 3 hours per week

Funds Requested: \$3,068.00

This position is a Library Assistant I (LAI) at Step 1A on the County salary schedule. The LAI is scheduled to work 3.0 hours per week for a total of 156 hours over 26 pay periods. The current cost per hour is \$19.59 per hour.

The Library Assistant orders materials selected by the Youth Services Librarian, adds records to the computer catalog, and prepares materials for use in libraries and in the Leap into Literacy collection. This staff member may also assist the Outreach Coordinator and Youth Services Librarian with additional tasks and projects such as weeding damaged and outdated materials, sorting and inventorying story time materials, and preparing special displays.

EXHIBIT D

2. Materials

Funds Requested: \$0

Books and audio-visual materials for in-house program support. Funding for materials will come from a Humboldt Library Foundation grant this year.

Leap into Literacy materials. Funding for materials will come from a Humboldt Library Foundation grant this year.

Materials for programs and spaces. The Library is seeking alternate funding sources for programs and spaces this year.

3. Operating Expenses

Travel Expenses

Funds Requested: \$4,249

The library leases a delivery van through the County Motor Pool. The estimate for 2024-25 is based on driving 3,794 miles at a cost per mile of \$1.12 (operating and maintenance O&M) for the Outreach Coordinator to deliver book collections, visit playgroups and other outreach opportunities.

Special Events and Professional Services

Funds Requested: \$0

The Youth Services Division identified three initiatives staff are excited about in the 2024-25 year. Staff is seeking alternative partnerships and funding to make these projects and event happen.

- 1. The library is planning an Early Childhood Literacy celebration across all branches in early February 2025 to promote reading, playing, singing, talking, and dancing throughout the county. This event is part of Take Your Child To the Library Day, a national initiative, plus a celebration of the Pat Smith Memorial Play Collection. This local play collection rotates between library locations to ensure there is always a fun, open-ended, intergenerational play set available for patron use that is appropriate for young children.
- 2. Storywalk Project: this started as a grant during the pandemic and is now poised to be finished and brought to the community. We will soon have approximately two dozen books which are cut apart and mounted on laminated poster boards to be used on yard signs anywhere across the community to create outdoor story experiences for families. Many of the books are bilingual Spanish/English, and one is Hmong/English.
- 3. Community Storytime Leader Project. This project started with funding from Rotary Club of Arcata Sunrise to purchase diverse, inclusive books and we have created bookbags with binders with booklists as well as QR codes to booklists and quarterly gatherings to inspire, train, and motivate Storytime Leaders across the community from library staff to caregivers, and parents to playgroup leaders. This project should be ready to launch in November 2025.

EXHIBIT D

Promotion and Publicity

Funds Requested: \$0

Due to rising personnel costs, program coordinators reallocated requested dollars for promotion for this cycle. The library will seek alternative funding sources and partnerships to promote events this year.

Supplies for programs and spaces

Funds Requested: \$0

Staff reallocated requested dollars for programs and spaces this year. In past grant cycles, these funds help the library purchases craft supplies to support programs, drop-in activities, and/or take-and-make activities for young children and their families through the Main Library and branches, including items such as crayons, markers, and other art supplies. The library will seek alternative funding sources to provide these services and activities for the 2024-25 fiscal year.

Supplies for processing books

Funds Requested: \$449

The library uses book jackets, bar code labels, security tags, tape, and labels to process, track, and protect books purchased for both in-house program support and the LIL program. Book and CD kits also require plastic hanging bags to keep them together and accessible to patrons.

Total funds requested: \$67,500

Attachment E F5H-Library Agreement FY 2024-25

Evaluation Policy for Continuation of Existing Programs

FIRST 5 HUMBOLDT

Last Amended: September 13, 2016

Background. FIRST 5 HUMBOLDT invests in young children and their families to promote human dignity, human relationships, and engaged communities. Its work is based on community building. Community building is a process that takes place over time. FIRST 5 HUMBOLDT recognizes the programs it funds will also take time to achieve desired results. To ensure that funded programs are making real progress towards achieving desired results, program evaluation will be an integral and necessary component of all funding.

Program evaluation is two pronged: 1) To gain direction for improvement as programs are implemented, and 2) To determine program effectiveness over time. In the Strategic Plan 2005- 2008, the Commission's approach to evaluation termed *Pathways Actions* was outlined and described. *Pathways Actions* is a progressive system of measurement that examines results over time. It is based on the Pathways Mapping Initiative established in January 2000 as part of the Project on Effective Interventions at Harvard University and developed in partnership with the Technical Resource Center of the Annie E. Casey Foundation. This system of results-based accountability enables FIRST 5 HUMBOLDT to both allow funded programs the time needed to achieve desired results and ensure they are making adequate progress. In 2009, *Pathways Actions* was renamed The Evaluation Framework.

Policy. It is the policy of FIRST 5 HUMBOLDT to evaluate the programs it funds in the areas identified in the most recent strategic plan using a system of results-based accountability. FIRST 5 HUMBOLDT will establish benchmarks for minimum compliance for each program, determine achievement of benchmarks and progress towards achieving desired results through an analysis of the evaluation data submitted by programs. This data will include interim and final reports as well as input from: survey, focus group and interview results; service contacts; participant numbers; site visits; state or local data; and other data as determined by FIRST 5 HUMBOLDT and the program. Benchmark indicators will be established based on bottom-line practices for playgroups and other best practice standards as relevant to each program. Programs which meet benchmarks will be considered for continued funding. However, achieving benchmarks does not represent an assurance of continued funding, only a minimum standard for consideration through deeper analysis. This evaluation analysis will be guided by the scope of work for each program, F[RST 5 HUMBOLDT strategic goals, current best practices in the fields of work related to each program, and a comparison of program data to the appropriate indicators of the First 5 Humboldt Evaluation Framework. Feedback will be

provided to programs on interim reports, identifying strengths and areas of concern. Data to be submitted and benchmarks to be achieved by each funded program will be detailed in the evaluation plan and/or evaluation section of the legal agreement executed by the program and FIRST 5 HUMBOLDT.

Attachment E

Program Evaluation Plan FSH-Library Agreement FY 2024-25

The Program Evaluation Process

- 1. In February of each year, FIRST 5 HUMBOLDT staff and evaluators will review all data from funded programs and prepare an analysis of progress achieved towards the indicators since the program began or since the prior program review.
- 2. In March of each year, the analysis will be presented to the FIRST 5
 HUMBOLDT Program Evaluation Team and the Program Evaluation
 Team will prepare recommendations for the Commission. The Program
 Evaluation Team will include Commissioners, representatives from
 Commission Subcommittees including representation from the Evaluation
 Action Team and the Fiscal Subcommittee, and FIRST 5 HUMBOLDT
 staff. Recommendations from the Program Evaluation Team may include:
 - Recognition of success and results
 - Concerns about program effectiveness
 - Suggestions for program improvements
 - Establishment of additional benchmarks
 - Requirements for continued funding
 - Conducting an in-depth review
 - Funding allocations
- 3. In April of each year, the Program Evaluation Team's recommendations will be presented to FIRST 5 HUMBOLDT at a regularly scheduled Commission meeting.
- 4. The Commission will use the recommendations to:
 - Acknowledge program leaders, partners, and communities for their achievements.
 - Provide guidance for improvements to existing programs.
 - Identify requirements for continued funding of existing programs as needed.
 - Determine funding allocations for existing programs within the budget decision- making process.
 - Determine funding decreases for existing programs, and the elimination of funding for existing programs.
- 5. No later than June 30th of each year, funding allocations including funding decreases/increases, and/or the elimination of funding for existing programs will be acted upon by the Commission at a regularly scheduled meeting. Guidance for program improvements and requirements for continued funding will be attached to each funding award as needed.
- 6. The Commission will recognize program results and successes by

acknowledgement of programs, partners, and communities in our annual community report.

Exhibit F

Library Agreement FY 2024-25

FIRST 5 HUMBOLDT

Humboldt County Children and Families Commission Social Media Policy

Effective Date: January 16, 2014

1. PURPOSE

1.1 The Humboldt County Children and Families Commission believes that social media is a valuable resource with the potential to expand the Commission's ability to educate and connect with members of the Humboldt County community. Nevertheless, the technology brings an openness that is new to many organizations, and frequently invites a dramatic shift in communication style. The purpose of this policy is to provide a structure that will allow FIRST 5 HUMBOLDT representatives and third-party associates to participate safely and effectively in the fast-changing landscape of social media on the Internet.

2. SCOPE OF THE POLICY

- 2.1. The policy applies to all representatives of FIRST 5 HUMBOLDT when communicating on behalf of the Commission.
- 2.2. Grantees fulfilling obligations through executed agreements with FIRST 5 HUMBOLDT must agree to abide by the posting guidelines described in Sections 5.1 and 5.2 of this Policy.

3. **DEFINITIONS**

- 1.1 FIRST 5 HUMBOLDT Representatives are {but are not limited to}
 Commissioners, Commission staff, and contracted consultants for the Commissioners.
- 1.2 A social media account is any on-line (Internet) communication tool designed to:
- 1.2.1 Assist with FIRST 5 HUMBOLDT program implementation.
- 1.2.2 Assist with public education specific to children age 0-5 and their families.

4. MANAGEMENT AND OVERSIGHT

4.1. All social media accounts must be approved by the Executive Committee before they are created. Responsibility for management of FIRST 5 HUMBOLDT social media

accounts will be assigned by the Executive Director.

5. **POSTING RULES**

5.1. Postings must not violate any federal, state, or municipal laws. They must not:

- 5.1.l. Violate rights of trademark or copyright holders, including use of non-public text, images, etc.;
- 5.1.2. Reveal information about ongoing investigations;
- 5.1.3. Circumvent public record laws.

5.2. Postings must maintain professionalism by:

Exhibit F F5H-Library Agreement FY 2024-25

- 5.2.1. Identifying FIRST 5 HUMBOLDT by name whenever posting on behalf of the commission.
- 5.2.2. Using only appropriate language that is not foul, derogatory, disrespectful, inaccurate, or threatening.
- 5.2.3. Using social media in a productive and informative manner.
- 5.2.4. Being aware that what is written or posted by way of photographs or audio files will reflect on the Humboldt County Children and Families Commission; and use caution and care so that no use of social media results in damage to the organization or reputation of FIRST 5 HUMBOLT.
- 5.2.5. Not providing, or publishing confidential material, or using such material as part of any posting.
- 5.2.6. Not commenting on a community partner's practices.
- 5.2.7. Not providing information relating to pending grant decisions, or other policy matters that could compromise negotiations between FIRST 5 HUMBOLDT and third party entities.
- 5.2.8. Be aware that all content added to a social media site is subject to open records laws and discovery rules in legal cases.
- 5.2.9. Be aware of the wide accessibility and the potential for long-term publicity of online posts.
- 5.2.10. Do not direct online users to sites that are not viable, ethical, legal, and moral, or sites that would violate any administrative directives, such as those for political activity, fraud, waste, or abuse.

5.3. Content Guidelines

- 5.3.1. Ensure that postings deliver a message that is consistent with FIRST 5 HUMBOLDT goals and directives, especially the four focus areas of Child Health, Family Strengthening, Early Childhood Care & Education, and Systems Integration.
- 5.3.2. The Commission may approve endorsements of products or commercial enterprises (movie, books, activity) ONLY under exceptional circumstances {the content should be newsworthy, essential to one of our four focus areas, and not cost prohibitive). Representatives must apply directly to the Executive Director for permission to endorse a product or enterprise.
- 5.3.3. Whenever possible, use social media to direct traffic to our primary website- www.first5humboldt.org
- S.3.4. Promote FIRSTS HUMBOLDT by finding and sharing information that is

interesting and helpful to our followers. If possible, encourage them to share with their network and provide an example of how to do this.

- 5.3.5. As a FIRST 5 HUMBOLDT representative, be cognizant of the fact that you are part of the Commission's brand, therefore be sure that what you post is related to FIRST 5 HUMBOLDT's work and is not controversial. If there is uncertainty, discuss with the Executive Director.
- 5.3.6. FIRST 5 HUMBOLDT's audience is comprised of stakeholders,
 politicians, and grantees. Communication should be clear, accurate, and useful.
 5.3.7. Maintain correct punctuation and grammatical usage and proofread postings to eliminate
 misspellings.

5.4. Managing Comments.

- 5.4.1. Positive comments should be noted and archived.
- 5.4.2. Misinformed comments should be politely corrected.

Exhibit F F5H-Library Agreement FY 2024-25

- 5.4.3. Critical comments that don't merit correction should be ignored.
- 5.4.4. Vulgar or extremely off-topic comments should be removed.
- 5.4.5. Don't remove a post just because it is critical or misinformed. It's an opportunity to educate.
- 5.4.6. Think before responding to hate-speech or negative comments. For FIRST 5 HUMBOLDT Representatives, discuss with the Executive Director before taking action.

6. <u>SECURITY AND CONFIDENTIALITY</u>

- 6.1. All social media sites are the property of the Humboldt County Children and Families Commission. All User IDs and passwords must be disclosed to the Executive Director.
- 6.2. FIRST 5 HUMBOLDT representatives may not neglect or abuse their social media accounts. Accounts must be monitored a minimum of once a week, and any breaches must be reported within 24 hours of discovery.
- 6.3. FIRST 5 HUMBOLDT representatives and grantees must be mindful to prevent fraud and unauthorized access to accounts, and preserve the confidentiality of access passwords.

References

-County of Humboldt, <u>Social Media Policy</u>. 2012. -First 5 Fresno County, <u>Internal Social Media Guidelines</u>. 2012. -First S Ventura County, <u>Social Media Guidelines</u>. 2011.

Exhibit G FSH-Library Agreement FY 2024/25



Humboldt County Children & Families Commission

Healthy Beverage Policy

Effective Date: May 19, 2015

FIRST 5 HUMBOLDT strives to promote health and wellness through the promotion of healthy beverages. All FIRST 5 staff, and grantees receiving FIRST 5 funding, are expected to be role models for the families they serve. Given the strong link between sugar-sweetened beverage consumption and obesity, beverages purchased with funding received from FIRST 5 HUMBOLDT and served during FIRST 5 HUMBOLDT funded events, meetings, programs, activities, and celebrations are required to meet the following nutritional guidelines:

Beverages for Children

As mentors and role models for children and families, FIRST 5 HUMBOLDT recommends that grantees provide the following healthy opportunities to the community:

- Provide water free of charge, served in pitchers rather than individual plastic bottles, whenever possible to reduce the environmental impact.
- Healthy beverages for children in addition to water:
 - O Unflavored milk, e.g. cow, goat, soy, rice, almond, oat, etc. (ages 2 and older);
 - O Carbonated water with no sweeteners, flavored or unflavored;
 - 100% fruit juice portioned according to the American
 Academy of Pediatrics, 4-6
 oz. for children ages 2 6;
 - O Consider whole fruit slices in place of juice.



Exhibit G continued

Beverages for Adults

During meetings and events where there are ONLY adults, the following beverage recommendations apply:

- Water with no sweetened additives;
- Non-caloric beverages, such as coffee or tea;
- Carbonated water with no sweeteners, flavored or unflavored;
- Unflavored milk, e.g. cow, goat, soy, rice, almond, oat, etc.
- 100% fruit juice.

Regardless of funding source, FIRST 5 HUMBOLDT strongly encourages serving healthy beverages during activities for young children and their families.