

**Exhibit C**  
**Partnership Proposal 2025 - 2026**  
**First 5 Humboldt -- Humboldt County Library**  
**Budget Narrative**

**1. Personnel**

**First 5 Outreach Coordinator (Senior Library Assistant) @ 30 hours per week 7/1/25-6/30/26**

**First 5 Funds Requested \$50,000**

The Outreach Coordinator position is a Senior Library Assistant starting the fiscal year at Step 1A, moving to Step A on the County salary scale. First 5 Humboldt pays for 75% of their salary and benefits, or 30 hours per week from July 1, 2025 – June 30, 2026. The grant-funded cost is estimated at \$50,000.00, based on current salary and a step increase to Step A in approximately April 2026.

The estimates of salary costs for the First 5 Outreach Coordinator includes 13 paychecks in the July-December period, and 13 paychecks in the January-June period.

The First 5 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.

**2. Materials from Humboldt Library Foundation**

Funds Requested from Humboldt Library Foundation \$10,000

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

Children's Collection: \$8,100

This funding provides for the purchase of books and other materials to support programming and patron usage. We will continue to enhance our collection of multicultural titles, bilingual materials, and resources supporting emotional and social development.

Parenting Collection: \$600

This collection rotates from the Main Library to nearly all branch libraries and offers books, as well as referral information related to pregnancy, parenting and child development. We will continue to select new and updated materials for this useful collection.

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

Funds Requested: \$600

The Leap into Literacy (LIL) delivery program continues to be successful and much appreciated. Funds requested in this category will replace lost or damaged books and build a new collection of board books for the new initiative of personalizing deliveries based on location needs.

**C. Supplies for processing books**

Funds Requested: \$700

Evaluat

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 First 5: \$50,000**

**Total funds requested Humboldt Area Foundation: \$10,000**

Exhibit D  
F5H-Library Agreement FY 2025-26  
**FIRST 5 HUMBOLDT**  
**Evaluation Policy for Continuation of Existing Programs**

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, FIRST 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

Exhibit D continued

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.

Exhibit E  
Program Evaluation Plan  
FSH-Library Agreement FY 2025-26

**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 30<sup>th</sup> 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 2025-26  
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:**

5.1.1. 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:**

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](http://www.first5humboldt.org)

5.3.4. Promote FIRST 5 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.

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. SECURITY AND CONFIDENTIALITY**

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, Social Media Policy. 2012.
- First 5 Fresno County, Internal Social Media Guidelines. 2012.
- First S Ventura County, Social Media Guidelines. 2011.

Exhibit G  
FSH-Library Agreement FY 2025/26



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:
  - Unflavored milk, e.g. cow, goat, soy, rice, almond, oat, etc. (ages 2 and older);
  - 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;
  - 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.*