

**Humboldt County Library Partnership
EXHIBIT A
Scope of Work
July 2025 – June 2026**

Measurable Objectives	Major Activities	Documentation of Work Performed (in Mid-Year and Final Reports)
<p><i>1. Promote Humboldt County Libraries as Family Friendly Places and continue to make the 'Family Spaces' in all County Library facilities more appealing and welcoming to at-risk, multilingual and ethnic families.</i></p>	<p>1 a) Maintain and enhance Parenting Corners and children’s collections in the Main Library and branches.</p> <p>1.b) Promote library resources for children and families in print, website, and social media</p>	<p>Report on status of Parenting Corners and other family spaces in Library Facilities.</p> <p>Examples of promotion efforts (posters, Social Media, news stories...).</p>
<p><i>2. Enhance the collections of family support resources, multi-lingual materials, audiovisual, and other core collections for the young child</i></p>	<p>2 Purchase, catalogue, distribute, and publicize new collection materials for young children and families as needed,</p>	<p>Summary of new materials purchased.</p>
<p><i>3. Provide programming for families, parents, and childcare providers</i></p>	<p>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.</p>	<p>List of outreach events, including title, location and attendance estimates, including separate estimates of 0-5 age children, older children, and adults.</p>
<p><i>4. Support Kindergarten Transition Activities and School Readiness</i></p>	<p>4) Continue to identify and purchase materials about school readiness and starting school.</p>	<p>Summary of activities and materials</p>

<p>5. <i>Continue outreach to Latinx Community</i></p>	<p>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.</p> <p>5 b). Provide Storytimes and literacy promotion to Spanish speaking groups such as Paso a Paso, churches, playgroups, and other identified groups.</p> <p>5 d). Purchase additional Spanish and Bilingual materials for the Leap into Literacy program, the Main Library and the Branches; catalog and process for circulation</p>	<p>Summary of purchased materials</p> <p>Describe efforts in reports – identify examples of Spanish Language outreach and new collection materials</p> <p>Identify events and activities that are primarily in Spanish in the larger list of outreach events.</p>
<p>6. <i>Continue to work with the Native American community to improve services</i></p>	<p>6 a) Identify and participate in outreach activities focused on the Native American community.</p> <p>6 b). Work with Northcoast Storytellers and others to provide programming with Native American Storytellers.</p> <p>6 c). Continue to purchase Native American books and AV produced for use with young children</p>	<p>Describe efforts and activities focused on the Native American community in reports.</p> <p>Summary of materials added to Collection, if any.</p>
<p>7. <i>Maintain Leap into Literacy Program with deliveries of deposit collections and theme-based kits to select preschools and agencies serving the target audience</i></p>	<p>7 a). Purchase additional materials for deposit collections and theme-based kits to replace lost or damaged items and to keep the collections fresh.</p> <p>7 b). Continue to collect evaluation forms and to be responsive to suggestions for improving the service.</p> <p>7c) Continue to work toward enhancing the Leap into Literacy program to ensure that it remains efficient and responsive to the needs of sites.</p> <p>7d) 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.</p>	<p>Describe current Leap into Literacy activity in Reports. Include programs served, books distributed, and numbers of children served.</p>

<p>8. <i>Provide ongoing training for Library staff</i></p>	<p>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..</p>	<p>List relevant staff trainings.</p>
<p>9. <i>Reporting and communication with First 5 Humboldt throughout the year</i></p>	<p>9.a) Submit timely Interim and Final Reports (Due Jan 30th and July 30th) b) Review SOW and meet quarterly with First 5 to discuss current activities and opportunities</p>	<p>Interim and Final Reports which include stories of family experiences and successes and challenges encountered through the year.</p>
<p>10. <i>Program Evaluation and Attendance Tracking</i></p>	<p>10a) (NA - Library Survey is every other year – not in 2025-26) 10b) Track and report attendance/participant numbers for all events, workshops, Leap into Literacy</p>	<p>Include with Interim and Final Reports, or as available.</p>

Deliverables to First 5 Humboldt:

Due Date

Mid Year Report

January 30th 2026,

Final Report

July 30th 2026.

Quarterly Invoices

Oct 20, Jan 20th, April 20th, July 20th