

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)
<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>	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	Report on status of Parenting Corners and other family spaces in Library Facilities. Examples of promotion efforts (posters, Social Media, news stories...).
<i>2. Enhance the collections of family support resources, multi-lingual materials, audiovisual, and other core collections for the young child</i>	2 Purchase, catalogue, distribute, and publicize new collection materials for young children and families as needed,	Summary of new materials purchased.
<i>3. Provide programming for families, parents, and childcare providers</i>	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 title, location and attendance estimates, including separate estimates of 0-5 age children, older children, and adults.
<i>4. Support Kindergarten Transition Activities and School Readiness</i>	4) Continue to identify and purchase materials about school readiness and starting school.	Summary of activities and materials

5. <i>Continue outreach to Latinx Community</i>	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 d). Purchase additional Spanish and Bilingual materials for the Leap into Literacy program, the Main Library and the Branches; catalog and process for circulation	Summary 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. <i>Continue to work with the Native American community to improve services</i>	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. Summary of materials added to Collection, if any.
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>	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. 7c) Continue to work toward enhancing the Leap into Literacy program to ensure that it remains efficient and responsive to the needs of sites. 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.	Describe current Leap into Literacy activity in Reports. Include programs served, books distributed, and numbers of children served.

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8. <i>Provide ongoing training for Library staff</i>	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..	List relevant staff trainings.
9. <i>Reporting and communication with First 5 Humboldt throughout the year</i>	9.a) Submit timely Interim and Final Reports (Due Jan 30 th and July 30 th) b) Review SOW and meet quarterly with First 5 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. <i>Program Evaluation and Attendance Tracking</i>	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	Include with Interim and Final Reports, or as available.

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