

File No. 220035

Committee Item No. 6

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date March 2, 2022

Board of Supervisors Meeting Date _____

Cmte Board

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- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- Grant Proposal
- _____
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- _____

Completed by: Brent Jalipa Date February 22, 2022

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - The Andrew W. Mellon Foundation - Jail and
2 Reentry Services Program - Amendment to the Annual Salary Ordinance - FYs 2021-2022
and 2022-2023 - \$2,000,000]

3
4 **Ordinance retroactively authorizing the San Francisco Public Library to accept and**
5 **expend a grant award in the amount of \$2,000,000 from the Andrew W. Mellon**
6 **Foundation for the Jail and Reentry Services Program for the period of January 1, 2022,**
7 **through December 31, 2023; and amending Ordinance No. 109-21 (Annual Salary**
8 **Ordinance File No. 210644 for Fiscal Years (FYs) 2021-2022 and 2022-2023) to provide**
9 **for the addition of one grant-funded full-time position in Class 3630 Librarian 1 (1.0**
10 **FTE), one grant-funded full-time position in Class 1822 Administrative Analyst (1.0**
11 **FTE), and one grant-funded full-time position in Class 1823 Senior Administrative**
12 **Analyst (1.0 FTE) at the Public Library for the period of January 1, 2022, though**
13 **December 31, 2023.**

14 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
15 **Additions to Codes** are in *single-underline italics Times New Roman font*.
16 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
17 **Board amendment additions** are in double-underlined Arial font.
18 **Board amendment deletions** are in ~~strikethrough Arial font~~.
19 **Asterisks (* * * *)** indicate the omission of unchanged Code
20 subsections or parts of tables.

21 Be it ordained by the People of the City and County of San Francisco:

22 Section 1. Findings.

23 (a) The San Francisco Public Library (hereafter “the Library”), partnered with the
24 American Library Association and the Library Research Service, to apply for a grant from the
25 Andrew W. Mellon Foundation (hereafter “Mellon Foundation”).

1 (b) On December 13, 2021, the Mellon Foundation sent the Library an award letter for
2 grant funding in the amount of \$2,000,000 in support of the Library's Jail and Reentry
3 Services (JARS) program's project "Expanding Information Access for Incarcerated People"
4 (hereafter "the JARS project").

5 (c) The JARS project will draw on the expertise of Library staff to create infrastructure
6 that will expand access to library resources and materials for people who are incarcerated.

7 (d) The award period is from January 1, 2022 to December 31, 2023.

8 (e) The grant will lead to documentation of library services and information that support
9 people who are incarcerated, including the creation of an online map that shows where
10 services occur. This map can be used by support networks of incarcerated people to identify
11 existing resources and better advocate for services. The grant will also enable Library staff to
12 develop updated American Library Association Library Standards for Adult Correctional
13 Institutions, which inform library practices in correctional settings across the country, and to
14 train practitioners on those new standards.

15
16 Section 2. Authorization to accept and expend grant funds.

17 (a) The Board of Supervisors hereby authorizes the Library to accept and expend, on
18 behalf of the City and County of San Francisco, grant funds from the Mellon Foundation in the
19 amount of \$2,000,000.

20 (b) The Board of Supervisors hereby authorizes the Library to maximize use of
21 available grant funds on program expenditures by not including indirect costs in the grant
22 budget, and waiving indirect costs.

23 (c) The grant can only be directed toward new or expanded activities.

24 (d) Any interest earned on the grant funds shall go to the funded activities.

25

1 APPROVED:

2 /s/
Mayor's Office

3 APPROVED:

4 /s/
5 Controller

6 RECOMMENDED:

7 /s/
8 Michael Lambert
9 City Librarian

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File Number: 220035
(Provided by Clerk of Board of Supervisors)

Grant Ordinance Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: The Andrew W. Mellon Foundation - San Francisco Public Library Jail and Reentry Services Program Grant

2. Department: San Francisco Public Library

3. Contact Person: Christine Murdoch Telephone: 415-557-4246

4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$2,000,000

6. a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable):

7. a. Grant Source Agency: The Andrew W. Mellon Foundation
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Trustees of The Andrew W. Mellon Foundation granted \$2,000,000 to the San Francisco Public Library, for use over approximately 24 months, to support a research and training initiative devoted to building capacity for prison library services.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 1/1/2022 End-Date: 12/31/2023

10. Number of new positions created and funded: 3 Full-Time Positions

11. Explain the disposition of employees once the grant ends? The positions are term-limited to the project and will terminate at the end of the grant.

12. a. Amount budgeted for contractual services: \$632,224
b. Will contractual services be put out to bid? No services will be put out to bid, the Mellon Foundation awarded the grant amounts to SFPL, LRS, ALA, and Chelsea Jordan-Makley for their specific services.
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A
d. Is this likely to be a one-time or ongoing request for contracting out? One-time request

13. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$
b. 2. How was the amount calculated?
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services

Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

14. Any other significant grant requirements or comments: No

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Tom Fortin

(Name)

Chief of Main

(Title)

Date Reviewed: 12/27/2021

DocuSigned by:

Thomas Fortin

9FAF167E1DA148B...

(Signature Required)

Overall Department Head or Designee Approval:

Michael Lambert

(Name)

City Librarian

(Title)

Date Reviewed: 12/27/2021

DocuSigned by:

Michael Lambert

C8DF0B3992E745F...

(Signature Required)

THE
ANDREW W.

MELLON
FOUNDATION

140 East 62nd Street
New York, NY 10065
212-838-8400

December 13, 2021

Mary Wardell Ghirarduzzi
President
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

Dear Mary Wardell Ghirarduzzi:

I am pleased to inform you that the Trustees of The Andrew W. Mellon Foundation have approved a grant of \$2,000,000 to the San Francisco Public Library, for use over approximately 24 months, to support a research and training initiative devoted to building capacity for prison library services, in accordance with the final proposal accepted on November 11, 2021 (the "Proposal") and subject to the intellectual property agreement between San Francisco Public Library and the Foundation executed on November 15, 2021.

The grant will be paid in accordance with the attached payment schedule. The Foundation expects that the funds will be managed in a prudent manner that will reflect the purpose and terms of the grant, with the understanding that the interest earned will also be applied towards the purpose and terms of the grant. The activities for this project cannot begin until payment has been received, and should be completed by December 31, 2023. We shall expect to receive interim narrative and financial reports, and a final financial accounting and a narrative assessment of what has been accomplished in accordance with the attached report schedule. Each financial statement should cite the original amount of the award, the declining balance available at the end of the reporting period, and the amount of accrued interest, and should provide an accounting on the expenditure of both the grant funds and interest earned on the supported program. The Foundation reserves the right to conduct, upon reasonable notice, on- or off-site audits of financial accounting and other documents relating to the grant. We ask that all future correspondence regarding the grant use the reference number 2105-10593.

This grant award is personal in nature (i.e., to the San Francisco Public Library, and the personnel and activities identified in the Proposal) and not assignable by any means without the advance written approval of the Foundation. Assignment includes assignment through liquidation, dissolution, merger, consolidation, sale of assets, and similar processes. The Foundation reserves the right to recover the full amount of the grant funds not expended in accordance with the terms of this letter and any other grant terms, and reserves standing to enforce the terms of this grant.


As the San Francisco Public Library has acknowledged in the Proposal, this grant is subject to the Foundation's grantmaking policies and guidelines, which can be found on the

Mary Wardell Ghirarduzzi
December 13, 2021
Mellon Reference No.: 2105-10593
Page 2 of 3

Foundation's website. The San Francisco Public Library's acceptance of the grant funds will constitute agreement to these grant terms.

If a special announcement is to be made of the award, we feel it should come from the San Francisco Public Library at whatever time and in whatever form you consider most appropriate, but we should like an opportunity to comment in advance of its proposed release. We look forward to learning of the progress of this grant.

Sincerely,

DocuSigned by:

29F411CB38FC4BA...

Michele S. Warman
Executive Vice President,
Chief Operating Officer,
General Counsel and Secretary

PH/EA/crm

Mary Wardell Ghirarduzzi
December 13, 2021
Mellon Reference No.: 2105-10593
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Reporting and Payment Schedule

Report Schedule

Report Type	Due Date
Interim Report	3/31/2023
Final Report	3/31/2024

Payment Schedule

Payment Amount	Payment Date	Wire Transfer Details
\$1,200,000	12/17/2021	Bank Name: Bank of America Account Number: 00669-80056 Routing Number: 026-009-593/BOFAUS3N Confirmed by: Lovely Lindsley Date Confirmed: 11/19/2021
\$800,000	11/28/2022	Bank details to be reconfirmed no more than 90 days prior to payment.

There is very limited professional infrastructure for or information about library services for incarcerated people. For the most part, this is because these services are under-researched, models for services are difficult to locate, and the existing library standards for service are outdated. Library services to people who are incarcerated have not been a subject of concern in the field, as is reflected in the lack of LIS curriculum or full courses on this topic. Model library services to incarcerated people *do* exist, such as those for people inside of and leaving Rikers jail by public libraries in the tri-library system in New York (which includes Brooklyn, Queens, and New York Public Libraries) and Washington State Library's Institutional Library Service (which provides embedded library services in Washington prisons). Despite this, many library systems located outside of prisons have no formalized process for providing information access for incarcerated people. Models of service for recreational prison library services are scarce, as these services are not mandated, and the availability of library services and materials is compounded by often extremely limited financial resources. The professional isolation of librarians who are providing library services for people who are incarcerated, as well as the demands of the work, mean that excellent service models may exist but may go unrecorded. To promote models of services that librarians and library staff can use to advocate for increased levels of services and resources, both in- and outside of jails, juvenile detention centers, and prisons, librarians and staff need tools that allow them to locate models that fit their library types, trainings on how to provide effective library services, and professional support for doing this work. San Francisco Public Library (SFPL) and the American Library Association (ALA) are uniquely positioned to ensure that these resources are made free and publicly available, not only to librarians and library staff, but also to advocates and the social support networks of people who are incarcerated. SFPL is a leader in innovative library services for incarcerated people, and the SFPL Jail and Reentry Services department is helmed by thought leaders in the field. ALA has the association-level ability to cement services to incarcerated people as central to library services and to provide platforms for advocacy that will lead to increased levels of services. A coordinated effort between SFPL and ALA will result in stronger and more informed professional networks, online resources that map existing services and support the creation of new services, updated association-level materials that outline the parameters of library services inside of jails, juvenile detention centers, and prisons, and the development of new models for library programming that supports people in the process of reentry.

SFPL has provided library services to youth in juvenile detention for over two decades. In late 2017, these services were extended to include library services to adults through the creation of the Jail and Reentry Services department. Since its inception SFPL's Jail and Reentry Services department has provided direct access to library services for people who are incarcerated in the local San Francisco jails, remote reference for people incarcerated in local jails and located in prisons throughout the western half of the United States, and reentry support for formerly incarcerated people located in or returning to the Bay Area. SFPL has integrated information about the experiences of incarceration across the library system, creating increased awareness among library staff, changing library policies that limit access to materials, and providing public programming to raise awareness of the impacts of incarceration. SFPL's Jail and Reentry Services staff frequently provide training for librarians in other library systems who

are beginning their own projects, identify existing programs throughout the country and support their expansion, and act as mentors for library students. To date, the department has provided introductory training on providing library services to incarcerated people to over 100 MLIS students in reference courses at San Jose State University and the University of Rhode Island, and intensive internships to approximately 50 MLIS students at San Jose State University, the University of California Los Angeles, and the University of Rhode Island. SFPL's Jail and Reentry Services staff are frequently invited as guest lecturers not only for their practical expertise, but because department staff emphasize the need for these services to be situated within a theoretical approach that is informed by the needs and interests of people who are incarcerated. This is especially necessary as there has been little formal support and training on this topic available to MLIS students or practitioners in the field.

Training future librarians provides a ground-up approach to increasing awareness of incarceration for individual librarians and library staff, but it does not necessarily indicate a widespread shift within the field. These librarians and staff will need association-level support in order to advocate for new services as they enter the field. The American Library Association's (ALA) *Library Standards for Adult Correctional Institutions* were last updated in 1992, and since then there has been limited coordinated effort to raise awareness about library services for people who are incarcerated. The number of people incarcerated in the U.S. remains at approximately two million people on any given day, incarceration continues to impact Black, Indigenous, and people of color, people living in poverty, and LGBTQIA+ people most heavily, and public awareness of the realities and dangers of incarceration has grown into organized pressure to support incarcerated people and limit carceral reach. Library and Information Science has not issued an organized response to these conditions, even as censorship cases have been publicized and incarcerated people have claimed the value of information access while incarcerated (Gross, 2018; Horton, 2021; PEN America, 2019; Schwartz, 2018; Wilson, 2018). While individual librarians and some established programs continue to advocate for information access for incarcerated people, there is no nationwide, coordinated effort to increase access. The American Library Association's standing as a nationwide advocacy body positions it to create *Standards* and programming that hold weight with prison and jail administrations and that can be incorporated into library policy documents. Previous versions of the *Standards*, published by the American Library Association, have provided backing for increasing library access and determining best practices within carceral institutions. Beyond practical uses, ALA's issuance of an updated version of the *Standards* will highlight library and information services to incarcerated people as a central aspect of concern for the field.

This grant will allow San Francisco Public Library (SFPL) and the American Library Association to create a systematized response to conditions of limited information access and library services for people who are incarcerated.

Over the course of two years, the San Francisco Public Library will, in coordination with ALA as a sub-grantee, use a holistic approach rooted in social justice to address the information needs of incarcerated people. This approach will inform the creation of trainings, support, and awareness building for key stakeholders, including active practitioners, librarians and staff developing new services, administrative bodies (including academic, public, and special library administrators), and policymakers. The work will be informed by the lived experience of people

most negatively impacted by incarceration as it limits access to information, including currently and formerly incarcerated people and community groups focused on and providing information services to people who are incarcerated or are negatively impacted by incarceration. Materials and resources created through SFPL and ALA will illustrate the lack of existing services, promote existing models of services for incarcerated people and people in the process of reentry, support practitioners in providing or creating new services, and work to interrupt the ongoing processes by which people in the process of reentry are unable to easily access information due to a lack of access to digital information worlds while incarcerated.

SFPL and ALA believe that people most negatively impacted by incarceration are the most knowledgeable about information access while incarcerated and during reentry. An Advisory Committee of community groups that facilitate information access for incarcerated people and consists of networks of formerly incarcerated people and their advocates will share their expertise with librarians at SFPL and offer feedback on the digital resource and other materials created at SFPL. (Members of the Advisory Committee may be able to distribute questions about library access in their facilities and the meaning access to books hold for them during their incarceration, but this is yet to be determined.) Incarcerated prison library staff will be invited to share their reflections on revisions of the *Standards* as part of the review process. Gabriel Loiderman, senior librarian at San Quentin State Prison (CA), has tentatively given approval for his talented staff of incarcerated library workers to offer feedback on revisions of the *Standards*. SFPL will organize two focus group meetings with library workers there. Participants in the focus groups at San Quentin will be compensated for their time at a rate of \$45 for each 45-minute session. Six librarians committed to drafting the revision of the *Standards* will ask library workers in their facilities to review the draft during the review period. Prison librarians supervising incarcerated workers may be contacted about the availability of their staff to review the *Standards* during the review period. Other librarians serving in detention facilities have also pledged their willingness to engage incarcerated library staff and users in similar feedback sessions. Our aim is to have representation from at least six different detention settings and to receive feedback from more than 20 currently incarcerated respondents. Additionally, at ALA Executive Director Hall's invitation, acclaimed authors Reginald Dwayne Betts and Randall Horton have agreed to advise on the *Standards*. Like other participants in the advisory group, Betts and Horton will be invited to determine whether they will join the formal drafting team or serve as reviewers suggesting edits or additions to the document, and will be extended honoraria for their service. The experiences of currently and formerly incarcerated people will directly shape models of programming developed at ALA, and feedback from participants in the digital literacy pilot sites will inform ALA's white paper on digital literacy programming for people in reentry.

Mellon Foundation funding is vital for this project. Library services for incarcerated people are egregiously under- or un-funded, professionals in this work are often acting at maximum capacity to ensure that services are timely and meaningful, and a lack of financial support for currently and formerly incarcerated people means they encounter barriers to participating in awareness building and advocacy. Funding for this project will ensure that participants most impacted by incarceration are compensated for their contributions, that information about library services to incarcerated people is readily available, and that the

updated *Standards* can be distributed free of charge to influential actors and organizations, including jail and prison administration, policymakers, state librarians, head librarians for state and federal prison systems, and professional associations and government bodies such as the American Correctional Association and the National Institute of Corrections. It will ultimately shift the ways in which library services for people impacted by incarceration are discussed and implemented.

In order to increase information access for incarcerated people and people most negatively impacted by incarceration, there needs to be easily accessible information about the paucity of library and information services, as well as what programs do exist, models for beginning or continuing library services, institutional support for librarians advocating for new or increased services, and library services that work to stem the tide of people being returned to prison by supporting the development of digital literacy skills. The four aspects of this project are designed to support people most negatively impacted by incarceration, and their social support systems, before, during, and after incarceration. In order to increase public awareness of existing library and information services, the first part of this project is focused on mapping the landscape of services in order to identify best practices, successful services, areas for improvement, and library and information deserts within jails and prisons in the United States. In order to support librarians and staff continuing or advocating for new services and to thereby increase not only public awareness but actual library and information access, new *Standards* will reflect the marked changes in how information is created and accessed since the publication of the previous version of the *Standards*. Due to the reach of incarceration in the United States, library services in all contexts (academic, prison, public, and special) need to incorporate an awareness of incarceration and services to incarcerated people. Where the publication of the *Standards* represents national and broad policy as well as association support, individualized trainings focused on types of libraries and services create a conduit for increasing information access to people most negatively impacted by incarceration in a multiplicity of LIS contexts. ALA's offer of professional Continuing Education credits for completing trainings will incentivize library administrations who may not otherwise have seen this area of work as legitimately within the scope of their library service to allow librarians and staff time to complete the virtual, asynchronous trainings and to incorporate information from the trainings into their library practice. As the most significant change in information access between 1992 and 2021 has involved technologies and the internet, access to which is often nonexistent to people while they are incarcerated, the inclusion of a digital literacy component is necessary to create a resource for in-library programming that effectively supports people who have been forcibly excluded from modern information practices, an exclusion that often limits financial opportunities and access to needed resources and social supports, and thus increases the likelihood of reincarceration.

This project has five objectives:

1) Locate and Archive Existing Services

Existing library and information services for people impacted by incarceration will be identified and documented on a digital U.S. map that includes layers for types of services, service areas, and other forms of information provision for people who are incarcerated.

Chelsea Jordan-Makely, a consultant on this project, is currently working with the Colorado State Library's Library Research Service (hereafter referred to as Library Research Service) to conduct a survey of formal academic, public, and special library programs for incarcerated people or focused on incarceration. This data gathering project is not focused on prison libraries, however it may be analyzed against information gathered on prison libraries to identify which recreational prison libraries are not partnered with or otherwise supported by libraries outside of prisons. This survey was initially launched with a *Library Journal* article, written by Jeanie Austin and Chelsea Jordan-Makely and published in September of 2021. That article describes findings from an informal project to collect information about existing outside library services, resulting in approximately 50 services located through personal connections, web searches, and reviews of newspaper articles. Jordan-Makely will act as a consultant on this project during the early months of the grant (January through March 2022) and will share information from the survey, which closes in December of 2021. This preliminary round of data collection will provide the basis for map layers related to academic, public, and special library services provided by entities located outside of carceral facilities. The survey covers areas of service ranging from book donations and remote reference to the direct provision of in-person library services within jails, juvenile detention centers, and prisons. Services may be split into layers by type of service or type of library.

The Washington State Library Institutional Library Services department has maintained an online directory of prison facilities, with some information about prison librarians, since 2011. Angel Castro, a fellow with SFPL through the City and County of San Francisco fellow program, is working in coordination with Emma Stammen, the Mellon-funded Prison and Justice Writing Fellow at PEN America, to expand this existing directory to locate information about whether prisons have a library service and librarian. Under the supervision of SFPL Jail and Reentry Services staff and Caitis Meissner at PEN America, Angel Castro and Emma Stammen are cold-calling prisons to collect information about whether library services exist and how these are conducted, when available. This preliminary round of data collection will provide the basis for a map layer on prison library services, which might be bifurcated into layers that represent law library access and recreational library access, when extant. This information will also inform a future survey, to be developed by the Library Research Service, on prison library services. This future survey will gather information on types of library services, existing staff, populations of prisons, number of library patrons served per week, and collection budgets. It will also include an invitation for prison librarians to provide qualitative information on what they view as barriers, needs, and successes in their libraries. This survey may build from a previous survey

conducted through the Washington State Library Institutional Library Service, which Washington State Library staff shared with SFPL in fall of 2021. Information being gathered by Angel Castro and Emma Stammen is also being shared with the Washington State Library Institutional Library Service librarian who manages the prison librarian directory, and may be used to expand information in the directory. The work of fellows at SFPL and PEN America mitigates the potential delay caused by the Board of Supervisors approval process (see the section on Strategies for Successful Grant Execution for more information on this process). Information gathered about prison libraries will be used to inform layers of the map, parsing by number of librarians, patron base size, and potentially budgets. It may be analyzed in comparison to the information Chelsea Jordan-Makely provides on outside library services to jails and prisons to show locations of prisons that are not currently supported by libraries located outside of the prison.

SFPL Jail and Reentry Services librarians have independently and together fostered informal networks of jail, juvenile detention, and prison librarians. This project will allow for the formalization of those networks, as well as provide Jail and Reentry Services librarians time to increase the scale of connections made beyond their existing networks. SFPL staff maintain an informal network of librarians working to extend incarcerated people's access to electronic materials. This informal network meets approximately every two months or as needed. SFPL is part of a network of academic, public, and medical librarians providing information through reference by mail (much of this network is brought together through the work of New York Public Library's Correctional Services staff), and SFPL staff have facilitated the expansion of existing reference by mail services and the creation of new services. SFPL staff are also in contact with some of the (potentially few) academic librarians providing library support for incarcerated students. SFPL staff are consistently working to identify other libraries and librarians that have formalized programs related to reentry. Time restrictions due to staffing in SFPL's Jail and Reentry Services program have prevented librarians from formalizing these networks (potentially through mailing lists or sub-lists of the existing Library Service for the Justice Involved prison-I email list, a mailing list for prison and outside librarians that was formerly hosted through ALA and is now maintained through the Colorado State Library--<https://www.cvl-lists.org/mailman3/postorius/lists/prison-I@cvl-lists.org/>). The additional Librarian I position at SFPL may be involved in creating the infrastructure for more formalized networks and coordinating standing meetings between groups. Additionally, the half-day convening on June 22, 2022, will provide an opportunity for sharing information and solidifying professional networks that include and extend SFPL's existing connections.

In part due to the lack of existing library and information services, community and grassroots groups have taken it upon themselves to provide information and book access to incarcerated people. For example, for decades, Books to Prisoners groups have mailed books to people who are incarcerated. One layer of the map will represent Books to Prisoners service areas, which will reveal where Books to Prisoners groups supplement existing recreational library services or are the primary means by which people are able to access books.

Similarly, other community-based groups, such as All of Us or None, Black and Pink, and Initiate Justice, have created modes of information distribution to incarcerated members of their organization, including information related to advocacy, legislation, and medical information. Members of these and similar groups will be invited to join an Advisory Committee consisting of representatives from 10 community-based groups that engage in large-scale information projects with their incarcerated membership. Representatives of the groups will spend eight hours a quarter on advisory duties, including providing content to inform the map, conducting in-house feedback gathering, and potentially gathering information and feedback from their currently incarcerated members, and will act as an Advisory Committee through both years of the grant. For their expertise and advice on types of information access that most benefit people negatively impacted by incarceration, each advisory council group will be compensated at \$325 an hour (\$2,600 a quarter). Their expertise will help to ensure that the map is useful not only to librarians and information professionals, but also to people who form the social support networks for people who are incarcerated.

This digital resource will be hosted on an ALA site. A prototype of the map or the initial version of this resource will be launched in coordination with a convening around the new *Standards* at ALA 2022. The launch will be accompanied by links to ongoing surveys, administered through the Library Research Service and developed in coordination with SFPL staff, to collect information to be added to layers of the map. Should the initial map launch be delayed, SFPL will create paper mock-ups that represent the capacity of the map as a digital resource and invite feedback on the first version of the eventual map from attendees. Snapshots of the map layers will be archived every three months after the June 2022 launch to the end of the grant period, with the goal of tracking how the various aspects of this project burgeon the growth of existing services or the creation of new services and other resources. The webpage that hosts the map will include a form for librarians and library staff to provide information about their services that are not on the map, and individuals who complete this form will be contacted by SFPL or LRS for further information. Participants at the half-day convening will also be informed of the schedule for potential follow-up surveys, with an additional round of surveys potentially running from the end of 2022, mid 2023, and with possible additional research and surveys conducted in the final quarter of 2023. Launching in coordination with the ALA convening on the *Standards* will help to ensure that many librarians who provide library services for incarcerated people are aware of and contribute to the resource.

Library Research Service will contribute expertise with the survey tool Alchemer, a survey design tool that allows for complex logic based on information from respondents, and with visual analysis of data using Tableau. Staff with SFPL's Jail and Reentry Services department will provide subject expertise and advise on survey construction.

During the grant period, data collection and analysis will be conducted in coordination with Library Research Service staff. Jeanie Austin's background, knowledge, and conversations with librarians providing library services to incarcerated people will inform the initial version of the map. The half-day pre-conference convening of prison librarians and librarians who provide

library services for incarcerated people from outside of jails, juvenile detention centers, and prisons at ALA 2022 will provide an opportunity to solicit information most useful to librarians so that these can be added as the map is developed over the granting period. Library Research Service staff will utilize survey tools, such as Alchemer, to solicit more in-depth information from jail, juvenile detention and prison librarians, as well as potentially from groups outside of the field. Analysis will be conducted in coordination between Jail and Reentry Services and Library Research Service staff using existing Library Research Service analysis resources, and will include visualizations created using the analysis software Tableau. White papers and other reports produced during the course of this project will be made publicly-available online alongside the digital resource map.

Deliverables: (a) Living and interactive online resource that brings together existing services and model programs, which includes a tool for LIS professionals to submit additions to the map as new services are introduced. (b) Convening of librarians at ALA. (c) White papers and additional reports that provide insight into where services occur and where they are needed.

2) Updated *Standards for Correctional Institutions*

The existing version of the *ALA Standards*, published in 1992, predates the technological revolution that has changed the information landscape. At the time of their publication, that set of *Standards* represented prison librarians' criteria for adequate library service. They were used to inform the development of new library services in prisons, and to advocate for quality library services in prisons. (Criteria for jail library services were developed and promoted by ALA in the 1980s, and the *Standards* for library services in juvenile detention were updated in 1999). Not only do existing *Standards* fail to represent the information worlds we now live within, but they also largely predate the impact of mass incarceration at the scale it has reached in the previous two decades, which means that they do not address issues like prison overcrowding and increased demand for library services. Without a formal document with association-level backing to help ensure library and information access, prisons across the country have been able to operate with inadequate or no library services. Access to information has been actively curtailed during this period (Shapiro, 2016). Anecdotally, prison librarians and librarians providing library services from outside of carceral facilities feel further isolated in this work by the lack of concern that ALA has publicly shown to this area of librarianship for the last three decades. Despite efforts by some librarians to update the *Standards* after 1992 (as documented in the ALA Archives and in Jeanie Austin's personal experience regarding the juvenile detention center library *Standards*), ALA has not routinized updates of the *Standards*. Previous attempts to make change met with bureaucratic barriers, and funding and time limitations hampered the ability of librarians to make change on the ground. Interest groups maintained some information about the *Standards* and related topics on the web, but as these groups have waned, that information has become outdated and disorganized (see <https://libguides.ala.org/PrisonLibraries>). One of the outcomes of this work is to create a policy that would calendar *Standards* updates as part of association due diligence.

Practicing librarians value the *Standards* not only as a guide to services, but also as a form of symbolic support for this important work. Tracie D. Hall's position as Executive Director provides the opportunity for a top-down, association-level approach to updating and expanding ALA's previous work on library services and incarceration. Tracie D. Hall's passionate concern for social justice, and specifically for library and information access for incarcerated people and people in the process of reentry, has invigorated this area of librarianship as actionable, needed, and timely. Additionally, there has been an increase in focus on library services and incarceration within ALA (as illustrated by their desire to publish Jeanie Austin's forthcoming book on the topic) and among professionals and students across the field. Mellon funding will facilitate an updated set of *Standards*, as well as a changed online presence that is responsive to librarians and future librarians.

Given that some state prison library systems employ only one consulting librarian for all carceral facilities, and that many prison libraries are primarily staffed by people who are incarcerated, people who are currently and formerly incarcerated are most informed about the types of services, spaces, and collections or types of materials that are sorely needed within carceral facilities. Reginald Dwayne Betts and Randall Horton, both formerly incarcerated people who are deeply concerned with access to library services and information access for incarcerated people, have committed to being part of the *Standards* advisory group that will develop the new version of the *Standards* (please see draft agenda of the *Standards* hearing, below). They will each have the opportunity to decide whether they would like to be involved in the smaller team that will perform the actual drafting of the document or if they would prefer to serve as reviewers suggesting edits or additions to the document prior to its final draft and publication.

Updating the *Standards* involves four components: seeking information from practitioners and people directly impacted by incarceration, raising awareness of the paucity of existing library and information resources and beginning a review of a draft of new *Standards* through a one-day convening at ALA 2022, subsidizing the publication and first round of distribution of new *Standards* to practitioners and influential stakeholders including jail and prison administrators, policymakers, state librarians, head librarians for state and federal prison systems, and professional associations and government bodies such as the American Correctional Association and the National Institute of Corrections, and providing Continuing Education credits for attending asynchronous trainings related to utilizing the *Standards*. (This final piece will be incorporated into the training series described in objective 3.) The new *Standards* will be published by January 2023. The *Standards* will be positioned by ALA as an actionable document through the creation of two trainings--one for librarians inside of carceral facilities and the other for librarians providing services from outside of facilities. These trainings will be posted alongside the training series detailed in objective 3. Providing the trainings as asynchronous, virtual, and compensated with Continuing Education credits will incentivize the administrators of library systems and librarians to view these trainings as within their employees' professional purview and will convey association-level backing for engaging in these types of services.

ALA began preliminary work on updating the *Standards* in April of 2021 by meeting with jail, juvenile detention center, and prison librarians, as well as librarians providing library services to incarcerated people from outside of institutions, who self-identified as interested in an updated version of the *Standards*. These conversations informed the selection of an ALA-based Advisory Committee that will draft the revision of the *Standards* by June of 2022. The Advisory Committee held its first meeting in October of 2021. This group will continue to meet and revise the *Standards* through May of 2022. One focus group with incarcerated library workers at San Quentin will be held during this time (conducted by and compensated through SFPL at \$50 per person for a 45-minute discussion). Throughout the early drafting process, Advisory Committee members and ALA staff will create a communications and outreach plan for stakeholders, build a list of invitees for the June 2022 one-day hearing on the *Standards*, plan the one-day hearing on June 23, 2022, and work with ALA Publishing to create a publishing schedule.

Following the hearing, this Advisory Committee will review and incorporate feedback from attendees to refine the draft of the *Standards*. SFPL staff will hold a follow-up focus group with incarcerated library workers at San Quentin following this round of revisions (compensated through SFPL at \$45 per person for a 45-minute discussion). A revised version of the *Standards* will be complete by end of August 2022. Designated reviewers will provide feedback by end of October 2022. The final draft of the *Standards* will be delivered to ALA Publishing in December of 2022. The updated version of the *Standards* will be published in January of 2023, and will be distributed free-of-charge to key stakeholders identified throughout the drafting process.

Deliverables: (a) Research and experientially informed library *Standards* that can be utilized by practitioners and key stakeholders to advocate for people who are incarcerated to have access to library and information services. (b) Increased general awareness of need for services within LIS, measured through the expansion of existing services or the creation of new services as documented on the SFPL-generated map (c) Strengthening existing informal networks of public librarians providing library and information services to incarcerated people, somewhat fractured networks of prison librarians that are often difficult to maintain due to the nature of the work (Conrad, 2017), and formalized groups of librarians involved with the Library Services for the Justice Involved group that is headed by the Colorado State Library and, co-led by Chelsea Jordan-Makely, who coordinates the prison-l listserv mentioned above, and bringing these networks into conversation with advocates for information access.

3) Year-long Training Series

A year-long monthly virtual training series beginning in August of 2022 and running through August/September of 2023 (latter half of year one and most of year two) will be implemented through SFPL, with recordings hosted and freely available on the ALA-based website that contains the map described in objective 1. The training series will be developed in consultation with people who have been incarcerated or are otherwise impacted by incarceration, primarily through the community-based advisory committee. If members of the SFPL-based Advisory

Committee can distribute questions about library access in their facilities and the meaning access to books holds for them during their incarceration, information gathered through this process will inform and, with permission, be incorporated into the opening of each training. Advisory Committee groups may be invited to identify potential speakers to share their perspectives on each topic at the beginning of each training. Trainings will also incorporate information gained from the one-day convening of librarians who provide services to people who are incarcerated described in objective 1. Trainings will include practical and theoretical information about library services and information access for people who are incarcerated, as well as information about providing library services to students and to the public that are informed by an awareness of the reach of carceral systems. All trainings will be eligible for Continuing Education credits, with a capacity of CE credits for 30 people for each training. Continuing Education credits are often utilized by library systems to determine whether librarians and staff have engaged in professional development activities over specific review periods (for promotion or general employee assessment), but there are few available professional trainings available that address library services and incarceration. Providing CE credits for the trainings in this series and the trainings offered in objective 2 provides opportunities for professional advancement to librarians and staff interested in this work and conveys the legitimacy of this work to library administration.

The training series will take place for a full year, with at least one training offered per month. The training series will be publicly available, free of charge, and virtual. The training series will be announced at ALA 2022.

Topics that may be addressed include, but are not limited to:

- Literacy and the school-to-prison pipeline
- Beginning library services inside
- Navigating carceral environments and staff
- Reducing barriers to public library access (including policing in libraries)
- Digital access and digital literacy
- Service models
- Community college libraries and incarceration
- Race centered and trauma informed services
- Resisting censorship and book banning (with Books to Prisoners groups)
- Reentry services and existing library programs
- Restorative and transformative justice in libraries
- Incorporating incarceration into the LIS curriculum

Experts in these areas will be invited as paid speakers, and, as possible, multiple speakers will be placed in conversation about a given topic. People impacted by incarceration will be prioritized as speakers and facilitators for these sessions. Potential speakers include Melissa Villa-Nicholas (LIS education), Lassana Magassa, Kentrell Owens, James Tager (digital access and digital literacy), Stephen Jackson and Mariame Kaba (restorative justice), Nili Ness and Sarah Ball

(reentry), Alison Macrina (reducing barriers), staff at Mt. Tam College (community college and/or general higher education), and others to be identified.

In addition to supporting librarians in increasing information access, these trainings may inform the work of higher education programs in prisons, Books to Prisoners groups, MLIS educators, and policymakers.

Deliverables: (a) Trainings for developing services and building awareness available on-demand and free of charge for LIS professionals (trainings will include sign language interpretation or captioning as best serves platform delivery modes and is in keeping with ALA's commitment to accessibility). (b) Incorporated Continuing Education credits as incentive for completing trainings.

4) Digital Literacy Pilots

Incarceration deeply reduces the likelihood that people who have been incarcerated will develop digital literacy skills, and people who are in the process of reentry need digital literacy programming that is tailored to their circumstances (Magassa 2020; Ogbonnaya-Ogburu, Toyama, & Dillahunt, 2019). ALA is positioned to support people in the process of reentry through the development of tailored programming that addresses the lack of opportunities to develop digital literacy while incarcerated and acknowledges the role of digital literacy in supporting communities most negatively impacted by incarceration. In year one of the grant, ALA will employ a fellow focused specifically on researching digital literacy and incarceration and developing programming for various types of libraries, including rural and urban libraries. In year two of the grant, ALA will support four libraries as pilot sites to implement and refine digital literacy programming (preferably two urban and two post-industrial/rural). Libraries will be selected based on information gathered by the fellow regarding existing digital literacy programming, community need, and areas where there are limited library and information services for incarcerated people (as identified on the SFPL-generated map). These tasks would fall to ALA as a sub-grantee. ALA will provide each library with initial training and program toolkits to support service delivery and will use program monitoring and assessments to support the codification of these programs for replication and scaling. A desired outcome is the scaling of digital literacy programs in key geographies across the country. The methodology and affordance for that will be informed by this smaller, four-site pilot.

Deliverables: (a) Model of digital literacy programming built from nascent research on digital literacy, incarceration, and reentry to create models of digital literacy programming. (b) White paper on these services published and distributed.

Together, these four objectives will lead to increased library and information services for incarcerated people, more skilled and aware librarians and staff, association-level support for librarians and staff engaged in this work, informed models of programming for digital literacy

services, and potentially will change how library services to incarcerated people are positioned within the field of LIS and are funded at state and federal levels.

5) Assessment of impact

In the instances where there have been large-scale interventions into and information sharing about library services and incarceration (primarily throughout the 1970s and into the 1980s), there is a limited record on the impact that those interventions had on the overall field of LIS or on information access for incarcerated people. The fifth objective of this project concerns identifying changes in the amount and type of library services for people who are incarcerated through an analysis of snapshots of map layers (taken every three months) as well as assessing librarian and library staff awareness of services to incarcerated and formerly incarcerated people. As this project is internally concerned with library and information science, assessments will concern the general awareness librarians have of library services and incarceration, the self-reported usage of the updated version of the *Standards*, how trainings can and do support librarians and staff in a variety of specialties, and increased budgets for jail, juvenile detention, and prison libraries and collections. Pending capacity, information on the meaning of access to books and information while incarcerated and the barriers that people experience to access will be gathered from incarcerated members of the advisory group and, with consent, analyzed in coordination with the Library Research Service.

Data will be gathered from the initial round of research and consulting that predates the June 2022 launch of the map. The digital resources will be accompanied by a form that allows librarians and staff to submit their projects to be added to the map. Surveys with prison librarians and other invested professionals, and information from the SFPL-based Advisory Committee, will also inform the early versions of the map. A baseline review of frequency of popular and academic publications on the topic of library services and incarceration will be taken at the beginning of the project.

Following this, snapshots of each map layer will be taken at 3-month intervals. This will allow the researchers to track changes and shifts in existing services, and to identify whether the breadth of services and diversity in types of services is increasing.

Feedback from trainings in the training series (solicited in the process of obtaining Continuing Education credits) will be analyzed to identify the pertinence of the series to librarian and library staff, as well as the areas of interest for continued professional development.

Digital literacy pilots will be refined as they continue, and will build from the limited published information about library services and reentry to identify the most necessary aspects of digital literacy programming for people in the process of reentry.

Focused assessment will be conducted from September 2023 through December 2023 (end of year 2).

Deliverables: (a) Identify methods for supporting librarians in creating or extending library services for and information access to incarcerated people. (b) Identify areas where professional support or information is needed. (c) Assess efficacy of the grant activities. (d) Present and/or issue white paper on findings and recommendations for next steps following grant activities.

Project Organization

Jeanie Austin (PI) and Rachel Kinnon (co-PI), San Francisco Public Library's Jail and Reentry Services librarians, will lead the grant project. Jeanie Austin (PhD 2017) is a jail librarian and unaffiliated academic with over a decade of experience researching and implementing library services for incarcerated people. Rachel Kinnon has provided library services to incarcerated youth for 14 years and is responsible for the creation of the Jail and Reentry Services department at SFPL. Both librarians believe that people most negatively impacted by incarceration should inform how library and information services are provided in carceral contexts and for people in the process of reentry. Both librarians have extensive experience training librarians, staff, and MLIS students to provide information services to incarcerated people, and they are regularly invited as speakers at conferences and in MLIS classes. Jeanie Austin and Rachel Kinnon have fostered connections between jail and prison librarians, independently and together since the creation of the Jail & Reentry Services program. Their background knowledge and informal connections will inform the formal networks created through this grant, as well as information included on the publicly available online map.

Jeanie Austin will act as project manager for activities based at SFPL.

As an unaffiliated academic, Jeanie Austin does not have access to an extensive set of databases that contain the most recent and relevant research on this topic. Database access will inform the creation of trainings and be useful in identifying potential speakers for the training series. It will also allow SFPL staff to incorporate the most recent research in white papers, publications, and reports created as part of grant activities. To mitigate the effects of this lack of access, grant funding will cover the cost of a two-year community access library card at the University of California, Berkeley (\$200 total).

The grant will support the addition of one full-time Jail and Reentry Services staff person through both years of the granting period. This librarian will be actively involved with the grant, and activities will include collecting data, formalizing existing networks, planning the half-day convening prior to ALA 2022, and analyzing information from that convening to inform the speaker series. The librarian will also alternate in-jail days with the PI and co-PI as needed to ensure the completion of grant activities. This work, and a general immersion in the Jail and Reentry Services department, will provide the librarian with an informed understanding of the nature and importance of library services for people who are incarcerated, as well as the various barriers to these services. A sample job description for this librarian position is in Appendix A, classification number 3630.

A full-time research analyst will be hired at the beginning of the grant cycle, and will be employed by the grant through both years. The analyst will specialize in information creation and analysis using ArcGIS Pro. The research analyst will work closely with Jeanie Austin and Rachel Kinnon in the creation and customization of the map, and will create the initial version of the map that will be launched at ALA 2022. The research analyst will also work with an IT professional at ALA who will be point person for adding information to the website. A job description that reflects qualifications and work duties for equivalent roles in other City and County of San Francisco departments is in Appendix A, classification number 1822.

Grant funds will be distributed by a full-time, dedicated staff person in an administrative position. This position will be responsible for preparing forms, coordinating contracts and RFPs, setting schedules for financial distribution that prioritize the most immediate tasks at the beginning of the grant, and other duties as assigned. The inclusion of this administrative position helps to ensure that all funds will be distributed in a timely manner. A job description of an equivalent position in another City and County of San Francisco department is in Appendix A, classification number 1823.

ALA team / Structure

Tracie D. Hall will act as PI for the work based at ALA, with Kevin Strowder acting as Project Manager and Anne Manly overseeing administrative duties. Kevin Strowder is the current director of the ALA Office for Diversity, Literacy, and Outreach Services. Please find resumés for the ALA team members in Appendix A.

Work at ALA will be supported by a dedicated 60% time IT position (total salary cost of \$87,600). The IT professional will be responsible for updated ALA websites related to incarceration, hosting the interactive map and training series developed through SFPL, assisting with IT-tasks related to the training series and distribution of Continuing Education credits, and other duties as assigned. Job descriptions for the IT professional and to potential digital literacy fellow are in Appendix A.

Technology

ArcGIS Pro is a software that facilitates the creation of maps with independent layers that can be selected for comparison and analysis. ArcGIS Pro includes a suite of tools and features, such as access to preexisting maps and datasets, and can incorporate data from multiple source files. It will be used to create a publishable map that will be posted online on a website maintained by ALA.

Research, research analysis, and trainings will be supported through a two-year subscription to Zoom for small business, which allows for Jail and Reentry Services staff to potentially conduct

research through focus groups and to host large-scale conversations with librarians and staff unable to physically attend the half-day convening in June of 2022.

Survey and analysis software subscriptions will be purchased for use by Library Research Service staff. Alchemer is a survey software already in use at Library Research Service, but the subscription will be upgraded to a version that allows for more complicated logic within survey structure, which will lead to more granular data. Tableau is a data analysis and visualization tool that will be used for analysis and reporting.

Timeline of Activities

The efforts of the SFPL- and ALA-based project are concurrent and align at various points in the granting cycle.

The initial distribution of grant funds may be delayed by around a month while the funding is approved by the City and County of San Francisco Board of Supervisors. SFPL staff are working to mitigate this delay by beginning preliminary data collection prior to the start date of the proposed project. SFPL and ALA staff have identified consultants who are conducting relevant research that relates to their respective projects (Chelsey Jordan-Makely for SFPL, Eldon Ray James for ALA). Other mitigation efforts include the data-collection conducted by SFPL and PEN America fellows mentioned in objective one (SFPL) and the assembling of an advisory group of librarians and people impacted by incarceration to inform the revision of the *Standards* (ALA).

Following Board of Supervisors approval (January through March 2022), SFPL will complete the following tasks:

- Fill the administrative, Jail and Reentry Services librarian, and administrative & GIS analyst positions. These positions will continue through both years of the grant. (Jail and Reentry Services staff, in coordination with SFPL administration; possible candidates will be identified in December of 2021)
- Engage Chelsea Jordan-Makely as an individual consultant. Chelsea Jordan-Makely will share data collected through a survey conducted with Library Research Service through fall of 2021. (Chelsea owns the data from this survey.) Chelsea will advise on areas of focus in continuing research. (Jeanie Austin)
 - The above information will inform the data collection and analysis to be conducted by SFPL and the Library Research Service through both years of the grant.
- Begin drafting MOU with Library Research Service (Jeanie Austin)
- Assemble an Advisory Committee of 10 community groups who provide information access to incarcerated people. This group will advise on information sources and types to consider for inclusion as map layers within the first month of approval and will meet once per quarter. Possible member organizations include but are not limited to All of Us or None, Black and Pink, Books to Prisoners National Alliance, Initiate Justice, Root &

Rebound, TGIJP, and the Young Women's Freedom Center. (Jail and Reentry Services staff)

- Purchase ArcGIS Pro, Alchemer, and Tableau licenses (all for two years) (Administrative Analyst)
- Contact prison librarians who expressed interest in joining a professional network in the fall 2021 round of initial contacts to gauge their interest in stipend support for the half-day convening prior to ALA (within two months of Board of Supervisors approval) (Librarian I)
- Contact librarians who expressed interest in being contacted in the survey data gathered by Chelsea Jordan-Makely to gauge their interest in stipend support for the half-day convening prior to ALA (within two months of Board of Supervisors approval) (Librarian I)
- Send invitation for applications from academic, public, and special librarians providing library services to incarcerated people through the state library association mailing lists for states not represented after direct follow-up (Librarian I)
- Secure a location for the half-day convening prior to ALA 2022 and complete all catering reservations (Librarian I)
- Begin planning a focus group on *Standards* with library workers at San Quentin State Prison, to inform ALA work (Rachel Kinnon)
- Create baseline measure on frequency of literature published on library services and incarceration in 2020 and 2021 (Jeanie Austin)

Following Board of Supervisors Approval (January through March 2022), ALA will complete the following tasks:

- Fill the 60% IT position that will continue through both years of the grant (Tracie D. Hall and Anne Manly)
- Identify and hire a fellow focused on digital literacy and incarceration (to continue through year one of the grant (candidates negatively impacted by incarceration will be prioritized) (Tracie D. Hall)
- Hold a meeting with on *Standards* with ALA-based Advisory Committee (Tracie D. Hall and Kevin Strowder)
- Schedule regular meetings of the Advisory Committee through August of 2022 (grant year one) (Kevin Strowder)

By June 2022 of the grant period, SFPL will complete the following tasks:

- Two meetings with the community-based Advisory Committee, including an initial advisory meeting and a meeting prior to the June 2022 soft launch date for the map (Jail and Reentry Services staff)
- Create a version of the map tool that demonstrates its function and reflects information from the consultant, the information gathered by the SFPL and PEN America fellows, and any new information generated by the community-based Advisory Committee (to be posted on ALA's website) (Research Analyst)
- Allocate and distribute stipends to 95 librarians and library staff to attend the half-day convening (Administrative Analyst)

- Create a preliminary schedule for the training series, begin identifying possible speakers, retain interpreter services (Jeanie Austin, Rachel Kinnon, & Librarian I)
- Identify venues for presenting on the map and data collection with Library Research Service in fall/winter of 2022 (Jeanie Austin, in collaboration with Library Research Service)

By June 2022 of the grant period, ALA will complete the following tasks:

- Draft a revision of the *Standards* (Tracie D. Hall, Kevin Strowder, and Advisory Committee, which includes librarians, key stakeholders, and formerly incarcerated people)
- Present the draft to currently incarcerated stakeholders and invite input and feedback (through SFPL/Rachel Kinnon re: incarcerated library workers in San Quentin State Prison; through identified Advisory Committee members as possible)
- Schedule a one-day hearing with librarians and key stakeholders to introduce the revision of the *Standards* and invite feedback from attendees (first day of ALA Annual 2022, see draft agenda below) (Tracie D. Hall and Kevin Strowder)
- Distribute stipends to ALA *Standards* Advisory Committee members to attend the one-day hearing on the *Standards* at ALA Annual 2022¹ (Anne Manly)
- Update webpage on library services and incarceration, with planned addition of map and trainings (IT professional, in collaboration with Research Analyst at SFPL)
- Begin preliminary analysis of best practices regarding digital literacy programming for formerly incarcerated people (Digital Literacy fellow)

In June 2022, SFPL will host a half-day convening of jail, juvenile detention, and prison librarians in Washington D.C. the day before the ALA Annual Conference begins. The purposes of this convening are to

- Counter the isolation that many people employed in these fields experience (Conrad, 2017) and strengthen a professional network of librarians providing these services
- Demonstrate the initial version of the map, solicit additional data, and request feedback
- Introduce the training series, gather information related to training needs and desires, and identify possible speakers in the training series (this will extend information provided by the consultant in the first few months of the grant period)
- Provide introductory information on the hearing for the ALA revision of the *Standards*, to be held the first day of ALA Annual 2022

¹ These stipends are distributed by ALA to Advisory Committee members involved in the drafting of the *Standards* and are distinct from the stipends SFPL will distribute to attendees of the half-day convening.

Draft agenda for the half-day convening of librarians on June 22, 2022, conducted by SFPL staff

10:00 to 10:45 AM: Coffee and light breakfast, introductions around the room, paper map of librarian locations and positions

10:45 to 11 AM: Break

11 AM to 12:15 PM: Demonstrate digital map and solicit feedback

12:15 to 1:00 PM: Lunch, discuss training series, create guide for topics to incorporate into trainings

1:00 to 1:15 PM: Break

1:15 to 1:45 PM: History of *Standards* and information about hearing the next day

1:45 to 2:00 PM: Closing, networking, and feedback

Staff from the Library Research Service will attend the half-day convening (attendance funded through SFPL/Library Research Service travel budget line).

In June 2022, ALA will host a one-day hearing at ALA Annual regarding the revision of the *Standards*

Draft agenda for the one-day hearing on June 23, 2022, conducted by ALA

8:00 to 9:00 AM: Registration and continental breakfast

9:00 to 10:15 AM: Welcome, Introductions, *Standards* Framing and Overview of Hearing Agenda and Goals

10:15 to 11:00 AM: Framing Session I -- Library, Information, and Reading Access during Incarceration: A Conversation with award-winning poets Reginald Dwayne Betts and Randall Horton

11:00 AM -12:00 PM: Hearing I – First Round of Stakeholder Hearings

12:00 PM 1:00 PM: LUNCH and table conversations

1:00 PM to 2:30 PM: Hearing II -- Second Round of Stakeholder Hearings

2:30 PM to 3:15 PM: Framing Session II: Digital Literacy and Access in Incarceration: A Conversation with Pen America, College Unbound, Juvenile and Adult Literacy, Reentry Organization representatives

3:15 to 4:00 PM: Hearing III – Third Round of Stakeholder Hearings

4:00 to 4:40 PM: What We Heard: Review of Key ideas and needs

4:40 to 5:00 PM: Thank You, Next Steps and Adjournment

By August 2022 of the grant period, SFPL will complete the following tasks:

- Identify and schedule speakers for the training series sessions to be held in the remainder of year one of the grant, beginning in September of 2022 (Jeanie Austin and Librarian I)
- Promote speaker series alongside the digital map hosted on ALA website (Librarian I, in coordination with IT at ALA)

- Promote speaker series through network solidified during half-day convening in June (Jeanie Austin, Rachel Kinnon, and Librarian I)
- Continue identifying library and information services for incarcerated people and incorporating these into the map (Research Analyst, in collaboration with the Library Research Service)
- Meet with community group Advisory Committee (Jail and Reentry Services staff)

By August 2022 of the grant period, ALA will complete the following tasks:

- Incorporate input from hearing on *Standards* (Tracie D. Hall, Kevin Strowder and Advisory Committee)
- Submit revision for review by currently incarcerated people (through SFPL/Rachel Kinnon re: incarcerated library workers in San Quentin State Prison; through identified Advisory Committee members as possible)
- Engage formerly incarcerated individuals in revision review (a focused review session for this community might be led by *Standards* advisory group members, Reginald Dwayne Betts and Randall Horton.)
- Finalize revisions for publication (Tracie D. Hall and Kevin Strowder)
- Solidify structure for granting Continuing Education credits for virtual, asynchronous trainings (Kevin Strowder and IT professional, in coordination with Jeanie Austin at SFPL)
- Begin fellow's work on white paper and best practices for digital literacy programming (Digital Literacy fellow)
- Identify potential sites to implement digital literacy programming pilots (Digital Literacy fellow)

By end of year one (2022), SFPL will complete the following tasks:

- Host four virtual trainings (Jeanie Austin and Librarian I)
- Evaluate participant feedback (Jeanie Austin and Librarian I, in collaboration with Library Research Service)
- Identify and schedule trainings through August/September of 2023 (Jeanie Austin and Librarian I)
- Continue identifying library and information services for incarcerated people and incorporating these into the map (Research Analyst, in collaboration with Library Research Service)
- Compare data gathered in the initial phase of the project, following ALA Annual, and at end of year (Jeanie Austin and Research Analyst, in collaboration with Library Research Service)
- Identify venues for presenting on the map and data collection with Library Research Service throughout 2023 (Jeanie Austin, in collaboration with Library Research Service)
- Hold a reflection and listening meeting with Advisory Committee (Jail and Reentry Services staff)
- Analyze published literature for increase in frequency of publications on library services and incarceration during 2022 (Jeanie Austin)

By end of year one (2022), ALA will complete the following tasks:

- Complete *Standards* (to be published in January 2023) (Tracie D. Hall, Kevin Strowder, and Advisory Committee)
- Create distribution list of key stakeholders, including active practitioners, librarians and staff developing new services, administrative bodies (including academic, public, and special library administrators), and policymakers, to receive a no-cost copy of the *Standards*. The proposed retail value of the book is projected at \$49.00. (Kevin Strowder)
- Distribute Continuing Education credits for completing virtual trainings (Anne Manly and IT professional)
- Prepare literature and practices review for white paper on digital literacy and incarceration (Digital Literacy fellow)
- Finalize launch sites for digital literacy pilots (Tracie D. Hall and Digital Literacy fellow)

By February of 2023 (grant year 2), SFPL will complete the following tasks:

- Continue monthly training series (Jeanie Austin and Librarian I)
- Continue to incorporate feedback from participants in the series (Jeanie Austin and Librarian I, possibly in collaboration with Library Research Service)
- Secure presentation venues for 2023 (Jeanie Austin, Research Analyst, Librarian I, in collaboration with Library Research Service)
- Meet with community group Advisory Committee (Jail and Reentry Services staff)
- Finalize analysis from year one (Jeanie Austin and Research Analyst, in collaboration with Library Research Service)

By February of 2023 (grant year 2), ALA will complete the following tasks:

- Distribute no-cost copies of the *Standards* to key stakeholders, including active practitioners, librarians and staff developing new services, administrative bodies (including academic, public, and special library administrators), and policymakers (Kevin Strowder and Anne Manly)
- Create two trainings on the *Standards*, to be available alongside SFPL-generated training series, and eligible for Continuing Education credits (Tracie D. Hall and Kevin Strowder, with insight from Advisory Committee)
- Launch digital literacy pilot programs (Tracie D. Hall and Digital Literacy fellow)

By June of 2023, SFPL will complete the following tasks:

- Continue monthly training series (Jeanie Austin and Librarian I)
- Continue to incorporate feedback from participants in the series (Jeanie Austin and Librarian I, in collaboration with Library Research Service)
- Meet with community group Advisory Committee (Jail and Reentry Services staff)
- Begin a round of verifying data on the map to ensure that it is accurate and up-to-date (Research Analyst, in collaboration with Library Research Service)
- Initiate a final round of soliciting data (Jeanie Austin and Research Analyst in coordination with Library Research Service)
- Initiate survey to gauge general awareness of library services and incarceration within the field (launch in coordination with ALA 2023) (Research analyst, in collaboration with Library Research Service)

By June of 2023, ALA will complete the following tasks:

- Conduct reflection sessions with four digital literacy sites. These sessions will review key outcome indicators such as individuals served and retained, organizational partnerships developed, programs and activities created and delivered, skills attainment, comparative pre- and post- participation digital literacy and fluency, evolution of instructional pedagogy, and responsive library service development. (Tracie D. Hall)
- Refine pilots based on this reflection (Tracie D. Hall)
- Solicit feedback from LIS practitioners working in detention facilities, and libraries serving incarcerated individuals, on how *Standards* are being utilized (Tracie D. Hall and Kevin Strowder)

By September of 2023, SFPL will complete the following tasks:

- Conclude training series (Jeanie Austin and Librarian I)
- Conclude survey to gauge general awareness of library services and incarceration within the field (Research analyst, in collaboration with Library Research Service)
- Begin two-month round of assessment of map and trainings (Research Analyst, likely in coordination with Library Research Service)
 - compare three-month interval snapshots of services on each layer of the map, with attention to the volume of services, diversity in types of services, and expansion or creation of new services
 - Assess value of trainings from feedback forms
 - Assess general awareness within the field from survey launched in June 2023
- Finalize map with corrections and new data (Research Analyst)
- Meet with community group Advisory Committee (Jail and Reentry Services staff)

By September of 2023, ALA will complete the following tasks:

- Conduct reflection sessions with four digital literacy sites
- Begin assessment of how *Standards* are being used

By end of year two (2023), SFPL will complete the following tasks:

- Create archive of map layers at 3-month intervals to be hosted as static information on the dedicated ALA webpage (Research Analyst, in collaboration with IT at ALA)
- Complete analysis of data gathered throughout the project (Research Analyst, in collaboration with Library Research Service)
 - compare three-month interval snapshots of services on each layer of the map, with attention to the volume of services, diversity in types of services, and expansion or creation of new services
 - Assess value of trainings from feedback forms
 - Assess general awareness within the field from survey launched in June 2023
 - Analyze published literature for increase in frequency of publications on library services and incarceration during 2023 (Jeanie Austin)
- Complete internal assessment of project (Jail and Reentry Services staff)
- Final reflection meeting with community-based Advisory Committee (Jail and Reentry Services staff)

- Publish white paper on findings, best practices, and future courses of action, to be hosted on ALA webpage (Jail and Reentry Services staff, in collaboration with Library Research Service)

By end of year two (2023), ALA will complete the following tasks:

- Assessment of feedback on use of *Standards* to inform planned training and professional development content and future edition updates. As well, there is some conversation about the evolution of a future set of *Standards* that might focus specifically on learning and literacy for youth in detention in alignment with ALA divisions, The American Association of School Librarians and the Young Adult Library Services Association. (Tracie D. Hall, in possible collaboration with Jeanie Austin and Library Research Service)
- Assessment of digital literacy programming to inform future scaling and replication across an expanded number of sites if funding is available (Tracie D. Hall)
- Finalize and publish white paper on digital literacy and incarceration (Tracie D. Hall, with insight from former Digital Literacy fellow)
- Integrate findings into ALA conference programs (Tracie D. Hall and Kevin Strowder)

Expected Outcomes and Benefits

Materials created throughout the grant period, including the interactive map, training videos, relevant research, and white papers will be archived on the dedicated ALA website on library services and incarceration. Assessment of the SFPL-based project will concern changes in the volume of services available to people who are incarcerated, the diversity of types of services and service models throughout the grant period, and general awareness of library services for currently and formerly incarcerated people within the field. ALA data and research staff will lead the design and execution of an assessment tool and review.

Criteria by which to claim the success of this project include:

- a documented increase in library services for currently and formerly incarcerated people
- new models for services developed throughout the course of the grant
- an increased rate of publication related to library services and incarceration in the year 2023
- general awareness of library services for incarcerated people among librarians and library staff
- reported usage of the *ALA Standards* by librarians within and outside of jails, juvenile detention centers, and prisons
- increased ALA contact by librarians providing library services to incarcerated people seeking advice and advocacy when they encounter barriers
- increase in policies (institutional, state, or federal) that support recreational library access for incarcerated people
- increase in line-item budgets and other funding for prison libraries

Depending on information gathered in the assessment of the overall project, additional funds may be sought from Public Knowledge at Mellon or another outside granting body to continue data collection and management of the map, increase opportunities to earn Continuing Education credits for trainings, and to conduct an additional round of assessment related to the impact of all materials developed during this grant cycle. Alternatively, researchers and faculty with university support may be identified and entrusted to continue gathering information about library services and incarceration, or stewardship of data collected and maintenance of the map may be passed to Washington State Library Institutional Library Service.

References:

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PEN America. (2019). Literature locked up: How prison books restriction policies constitute the nation's largest book ban. Retrieved from <https://pen.org/wp-content/uploads/2019/09/PEN-America-Literature-Locked-Up-Report-9.23.19.pdf>

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Shapiro, D. M. 2016. "Lenient in Theory, Dumb in Fact: Prison, Speech, and Scrutiny." *George Washington Law Review* 84, no. 4: 972–1028.

Wilson, C. (2018). The books that saved my life in prison. *Medium*. Retrieved from <https://medium.com/s/library-stories/the-books-that-saved-my-life-in-prison-d0c5b8f86f34>

		Year 1	Year 2	ALA Y1	ALA Y2
Estimated Cost	\$ 2,000,000	756,252	671,948	417,000	154,800
Admin	Two year admin position based at SFPL - salary	\$ 263,848	131,924	131,924	
	Two year admin position based at SFPL - benefits	\$ 108,178	54,089	54,089	
Project Management					
	Zoom subscription (Small Business, two year)	\$ 480	240	240	
	UC Berkeley library access card (kind of misc.)	\$ 200	100	100	
Deliverable 1: Map and Research for Improved Jail Library Service Standards					
Gather data					
	Consultant with data headstart (services from outside)	\$ 45,000	45,000		
	Research analyst - salary	\$ 45,674	45,674		
	Research analyst - benefits	\$ 18,726	18,726		
	Advisory Committee Stipends	\$ 208,000	104,000	104,000	
	Survey and Analysis Software and additional tech. (LRS)	\$ 4,440	2,760	1,680	
Build and maintain map, research, and share info with ALA					
	Research analyst - salary	\$ 180,744	60,248	120,496	
	Research analyst - benefits	\$ 74,106	24,702	49,404	
	ALA IT support	\$ 87,600			43,800
	SFPL staffing 2 years - salary	\$ 209,476	104,738	104,738	
	SFPL staffing 2 years - benefits	\$ 85,886	42,943	42,943	
	GIS software	\$ 5,500	2,750	2,750	
	Research on best and leading practices		In-kind through SFPL staff		
	Share preliminary research and map with ALA by 6/30		In-kind through SFPL staff		
Promote resource					
	Travel funds (SFPL and LRS staff)	\$ 21,968	10,984	10,984	
Deliverable 2: ALA Standards					
Development, Review, and Publication					
	Drafting Team Stipends	\$ 98,000		98,000	
	Publication	\$ 94,000		94,000	
	Based at SFPL Stipend for incarcerated library worker feedback	\$ 990	990		
Deliverable 3: Training for Improved Services					
One day planning meet-up for librarians providing services est. 100 ppl					
	Event costs (conference room and food & bev)	\$ 10,734	10,734		
	Stipends for attendance	\$ 71,250	71,250		
Year-long monthly series (virtual)					
	ALA Standards offset Continuing Education @ 7,800 ea = 30 ppl, 2	\$ 15,600			15,600
	ALA trainings related to Standards	\$ 5,000			5,000
	Trainings (speaker costs, no travel assumed)	\$ 55,000	18,400	36,600	
	Interpreters	\$ 18,000	6,000	12,000	
	Offset ALA cost for Continuing Education credits = 30 ppl, 12	\$ 83,604			27,868
	Misc. eventualities	\$ 9,996			3,332
					6,664
Deliverable 4: Digital Literacy Pilots					
Research and Pilot Digital Literacy Programming					
	Year-long fellow	\$ 150,000		150,000	
	Four prototype sites (\$7,000 per site)	\$ 28,000			28,000

From: [Jocelyn Brekken](#)
To: [Green, Heather \(LIB\)](#); [Lindsley, Lovely \(LIB\)](#)
Cc: [Renee Valenti](#); [Chandra Marshall](#); [Patricia Hswe](#); [Peri Zelig](#); [Austin, Jeanie \(LIB\)](#); [Singleton, Maureen \(LIB\)](#); [Santander, Lilimae Marie \(LIB\)](#); [Murdoch, Christine \(LIB\)](#); [Lange, Marcus \(LIB\)](#)
Subject: RE: Hold payment on G-2105-10593
Date: Friday, December 17, 2021 1:07:32 PM

Hi Heather,

Thank you so much for this helpful explanation. We will leave the award letter as is and this correspondence will serve as documentation of the change in payment schedule (first payment will now be made upon approval of the accept and spend legislation). Please let us know when the legislation has been approved and we can release the initial payment. We would recommend that we address any resulting need for an extension of the grant term at that time. As a reminder, please note that in accordance with the award letter, grant activities cannot begin until payment is received. Please let us know if you have any other questions or concerns.

Many thanks and happy holidays,
Jocelyn

From: Green, Heather (LIB) <heather.green@sfpl.org>
Sent: Wednesday, December 15, 2021 2:19 PM
To: Jocelyn Brekken <jmb@mellon.org>; Lindsley, Lovely (LIB) <lovely.lindsley@sfpl.org>
Cc: Renee Valenti <rdv@mellon.org>; Chandra Marshall <crm@mellon.org>; Patricia Hswe <ph@mellon.org>; Peri Zelig <plz@mellon.org>; Austin, Jeanie (LIB) <jeanie.austin@sfpl.org>; Singleton, Maureen (LIB) <Maureen.Singleton@sfpl.org>; Santander, Lilimae Marie (LIB) <Lilimaemarie.Santand@sfpl.org>; Murdoch, Christine (LIB) <Christine.Murdoch@sfpl.org>; Lange, Marcus (LIB) <marcus.lange@sfpl.org>
Subject: RE: Hold payment on G-2105-10593

External E-mail

Hi Jocelyn,

Thank you for writing. We tried to flag this in the lead-up to the award, but I know our red tape is even more impressive when you get up close to it. SFPL cannot receive or expend funds until our Board of Supervisors has authorized Accept and Expend legislation, and they couldn't hear an item on the Accept and Expend legislation until we had the award letter. Chicken and egg problem, to put it mildly.

In order to move as quickly as possible, we have prepared legislation and vetted it with our City Attorney in advance. We also began work on the required registrations of our partners under this grant as City suppliers—that has its own paperwork universe. And we helped Jeanie/JARS identify an internal resource who could begin work ahead of time so that the grant's deliverables are not held up. Our next steps are to submit the legislative packet to the Board and get the supplier sub-grant agreements in place. Then we can hire the positions made possible by this award.

As far as timing, the Board is on recess until 2022. The next meeting available for introduction is January 4, and we are teed up with the Mayor's Office for that. The action required is an Ordinance, which typically involves a 30-day wait. We are planning to ask for a waiver on that, about which I am optimistic. Still, the City's wheels turn only so fast. We anticipated this crunch even over the summer, and we are jumping through all the many hoops as quickly as possible. I can assure you we are committed to delivering the work that Mellon has supported with this generous award timely and with the highest quality effort.

RE: the award term, the legislation we've prepared references the original letter's grant period: Jan 1 2022 – Dec 31 2023. The grant's project structure is front-loaded, so that may be enough time to complete the work, and having the award start on Jan 1 2022 is OK for us. I would say my biggest area of concern is having the grant-funded Senior Administrative Analyst supported through the close-out quarter. There will surely be many ends to tie up, and that ideally would be delivered by the person who managed the funds throughout.

Thank you for your consideration of these nuances, and please let us know if anything changes with the terms because we would need to revise our legislation and grant agreement paperwork.

Sincerely,
Heather

Heather Green (she/her)
San Francisco Public Library, Chief Financial Officer
heather.green@sfpl.org

From: Jocelyn Brekken <jmb@mellon.org>
Sent: Wednesday, December 15, 2021 10:47 AM
To: Lindsley, Lovely (LIB) <lovely.lindsley@sfpl.org>
Cc: Renee Valenti <rdv@mellon.org>; Chandra Marshall <crm@mellon.org>; Patricia Hswe <ph@mellon.org>; Peri Zelig <plz@mellon.org>; Austin, Jeanie (LIB) <jeanie.austin@sfpl.org>; Green, Heather (LIB) <heather.green@sfpl.org>; Singleton, Maureen (LIB) <Maureen.Singleton@sfpl.org>
Subject: RE: Hold payment on G-2105-10593

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Lovely,

Renee has passed along your request to hold payment for the recently approved Mellon Foundation grant 2105-10593 to San Francisco Public Library. We have put a hold on this payment, but we would like to request additional information about what this means so that we can better

understand the expected timing for payment and if we need to adjust the award letter. Can you provide more information about what the Accept and Expend legislation is that is still in process, what needs to happen for it to be approved, and when that is expected to occur?

Many thanks,

Jocelyn Brekken
Director of Grant Accounting
Office of the Executive Vice President, Chief Operating Officer, General Counsel and Secretary
The Andrew W. Mellon Foundation
140 E 62nd Street
New York, NY 10065
212.500.2528
jmb@mellon.org

From: Renee Valenti <rdv@mellon.org>
Sent: Wednesday, December 15, 2021 10:19 AM
To: Finance <Finance@mellon.org>
Cc: Data Management <FileRoom@mellon.org>
Subject: FW: Hold payment on G-2105-10593

From: Lindsley, Lovely (LIB) <lovely.lindsley@sfpl.org>
Sent: Tuesday, December 14, 2021 4:21 PM
To: Renee Valenti <rdv@mellon.org>
Cc: Austin, Jeanie (LIB) <jeanie.austin@sfpl.org>; Green, Heather (LIB) <heather.green@sfpl.org>; Singleton, Maureen (LIB) <Maureen.Singleton@sfpl.org>
Subject: RE: AWMF Requesting Bank Details

External E-mail

Hi Renee,

Good afternoon and trust that this e-mail finds you well.

My apologies that we have not conveyed as quickly as we should have our request to hold off payment on the first remittance scheduled on 12/17. Our Accept and Expend legislation is still in process and was advised by our Controller's Office that funds be received once legislation is approved and in place. Would you please confirm that this is still doable?

Thank you for your time and guidance,
Lovely

Lovely Lindsley

San Francisco Public Library

Finance, #680

100 Larkin St.

San Francisco, CA 94102

415-557-4247

Lovely.Lindsley@sfpl.org

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Christine Murdoch, SFPL Finance Office

DATE: December 20, 2021

SUBJECT: Accept and Expend Ordinance for SFPL Grant

GRANT TITLE: Friends of the San Francisco Public Library – The Andrew W. Mellon Foundation Grant Award

Attached please find the original and 4 copies of each of the following:

Proposed grant ordinance; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Christine Murdoch

Phone: 557-4246

Interoffice Mail Address: Public Library #41

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).