

DIRECTOR REPORT

3/2022

New

- Amazon Wish List Andrew Napier the president of the Friends created a wishlist on Amazon. Books, Legos, DVDs, and cushions for the children are on the list. The link is https://www.amazon.com/hz/wishlist/ls/33BKJL1DXWC6J?ref_=wl_share we have already received several items from the list.
- Andrew is also working on a way for patrons to apply online for a library card. They would show their ID and receive a library card when they come in.
- We received \$8,429 from the North Net Library System. This money is to be used to defray the cost of connecting to the CENIC internet system. Information and invoice attached.
- We received a \$1,000 grant from Penguin Random House. The original grant was for \$2,500. They awarded us \$1,000 with no rules for spending the money. We would like to purchase DVDs with this money. We rely solely on donations from our patrons for DVDs.
- Our children's programs have returned! Our first storytime was with Dr. Grins the puppet he and his assistant read a book to the child that attended and the books were donated to the library as well as toothbrushes.
- We have received supplies for the Summer Reading Program
- Lego club will be returning soon. We are seeking donations of female characters. We have plenty of males for boys but not many girl characters.
- Internet Connectivity flyers attached Affordable Fast internet for all families. I took flyers to the school district, charter schools, Department of Social Services and the newspaper. www.internetforallnow.org Call 866-696-8748.

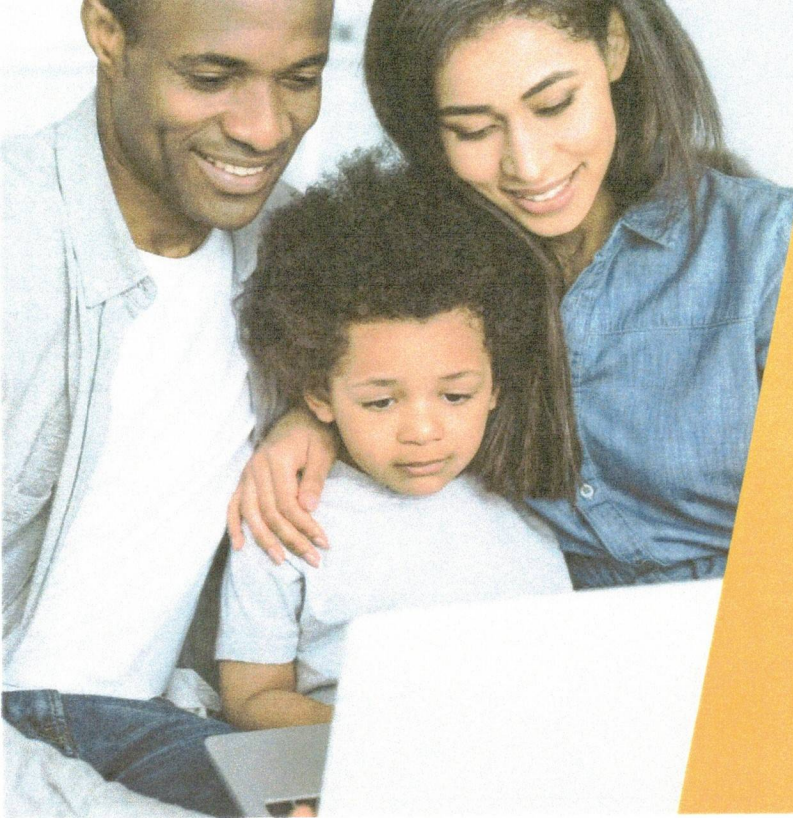
Grants

- Applied for the Humboldt Area Foundation grant
- Applied for the Coast Central Credit Union grant
- Applied for the ByWater Solutions grant
- Applied for lunch at the library grant. If awarded I will personally go to Gasquet, Hiouchi, Smith River and the Wednesday Farmer market and hand out books to children who are there to receive free lunches.
- Application in process for the Building Forward Grant property procurement funds are not available with this grant. All of the properties that have been presented are double or more the cost of our building fund.

Other

- Broken Window was replaced by Crescent City Glass
- Loose drain pipe by the front door was repaired by Stone Roofing
- Public Health has given us masks, gloves, face shields and hand sanitizer

- Signs posted on the door and in the library reminding patrons that the library is a safe space for children and families. We have been having issues with patrons coming in under the influence, with a lit joint, aggressive dogs, and foul smelling dogs that leave behind offensive odors. Also the homeless are camping on our front and back steps and leaving trash, cigarette butts and personal belongings strewn around the area. Our staff and patrons do not feel safe leaving the building at times because of the homeless. Several patrons have left comments on our Facebook page that they do not feel comfortable in our library.
- The cost of tuition and fees for the director to obtain the required 4 year degree have been covered by financial aid. I am on track to graduate in May of 2023 with a Bachelor's Degree in Psychology from Cal Poly Humboldt formerly HSU.



AFFORDABLE FAST HOME INTERNET FOR ALL FAMILIES

**APPLY
TODAY**

HOME INTERNET
\$30 /MONTH
ACP Discount

Receive \$30 a month high-speed Internet discount with the federally funded Affordable Connectivity Program (ACP).

The Federal Communications Commission started a long-term program to help eligible families pay for Home Internet service. The Affordable Connectivity Program (ACP) includes up to \$30 a month discount on Home Internet service.

APPLY NOW

Step 1:

Check if you qualify for the Affordable Connectivity Program

See if your household fits into any eligible categories.

Step 2:

Apply for the Affordable Connectivity Program (see link below)

Choose how you want to apply and submit all necessary documents.

Step 3:

Find a Broadband Provider Near You

Use the search tool www.everyoneon.org/CETF in the application to find a company that offers ACP discounts. Many Home Internet providers have offers from \$10 to \$23 a month. Learn more by asking the provider you choose or call us.

Eligibility for affordable Home Internet service if someone in your home participates in one of the following programs:

FCC Lifeline

CEP Designated School by NSLP (National School Lunch Program)

CalFresh or SNAP

Medi-Cal or Supplemental Security Income (SSI)

Pell Grant

WIC (Women, Infants & Children)

Or has a Household Income of \$53,000 or less for a family of 4 (add \$9,000 per additional family member)

Note: The Internet Service Provider cannot require a waiting period before applying the ACP discount. You can keep the Lifeline benefit for a mobile phone and get ACP for a discount on Home Internet service.

www.internetforallnow.org/applytoday

Call 866-696-8748 to apply today!



INTERNET EN EL HOGAR DE ALTA VELOCIDAD ASEQUIBLE PARA TODAS LAS FAMILIAS

**APLIQUE
HOY MISMO**

INTERNET EN EL HOGAR
\$30 al mes de
Descuento con ACP

Reciba \$30 al mes de descuento en Internet de alta velocidad con el Programa de Descuentos Para Internet (ACP, por sus siglas en inglés) financiado por el gobierno federal.

La Comisión Federal de Comunicaciones inició un programa a largo plazo para ayudar a las familias elegibles a pagar por el servicio de Internet en el hogar. El Programa de Descuentos Para Internet (ACP, por sus siglas en inglés) incluye hasta \$30 al mes de descuento en el servicio de Internet en el hogar.

APLIQUE AHORA

Paso 1:

Verifique si usted califica para el Programa de Descuentos Para Internet

Verifique si su hogar entra en cualquiera de las categorías de elegibilidad.

Paso 2:

Aplique al Programa de Descuentos Para Internet (vea el enlace debajo)

Elija cómo desea aplicar y enviar todos los documentos necesarios.

Paso 3:

Encuentre un proveedor de Internet cercano a su hogar

Use la herramienta de búsqueda www.everyoneon.org/CETF para encontrar una compañía que ofrezca descuentos de ACP. Muchos proveedores de Internet en el hogar tienen ofertas de \$10 a \$23 al mes. Obtenga más información preguntando al proveedor que elija o llámelo.

Elegibilidad para servicio de Internet en el hogar asequible si alguien en su hogar participa en uno de los siguientes programas:

Participante en el programa de Lifeline

Escuela designada por la Comunidad Elegibilidad Provisión (CEP, por sus siglas en inglés) por el Programa Nacional de Almuerzo Gratis Escolar (NSLP, por sus siglas en inglés)

Programa de estampillas de comida CalFresh o Programa de Asistencia de Nutrición Suplementaria (SNAP, por sus siglas en inglés)

Medi-Cal o Seguridad de Ingreso Suplementario (SSI, por sus siglas en inglés)

Estudiante universitario con una beca Pell

El Programa Especial de Nutrición Suplementaria para Mujeres, Infantes y Niños (WIC, por sus siglas en inglés)

O tiene un ingreso familiar de \$53,000 o menos para una familia de 4 (agregue \$9,000 por miembro adicional de la familia)

Nota: El proveedor de servicios de Internet no puede requerir un período de espera antes de aplicar el descuento. Usted puede mantener su beneficio de Lifeline para un teléfono móvil y obtener el ACP para un descuento en su servicio de Internet en el hogar.

www.internetforallnow.org/aplicahoy
llame al 866-696-8748 para aplicar hoy mismo!





Phyllis Goodeill <pgoodeill@delnortecountylibrary.org>

[TIME SENSITIVE] CENIC Broadband Circuit Quote - Del Norte County Library District

1 message

Christian DeLay <cdelay@califa.org>

Tue, Mar 1, 2022 at 5:21 PM

To: Phyllis Goodeill <pgoodeill@delnortecountylibrary.org>

Cc: Paula MacKinnon <pmackinnon@califa.org>, Caroline Mueller <cmueller@ctcnet.us>, Heather Mills <hmills@ctcnet.us>, Calvin Sov <csov@cenic.org>, Lisa Purewal <lpurewal@cenic.org>, Michelle Avila <mavila@cenic.org>, Deepali Tantradi <dtantradi@cenic.org>, Hilary Amnah <hilary.amnah@library.ca.gov>

Hi Phyllis,

CENIC's "Year 8" circuit RFP recently wrapped up and I have attached a copy of the winning bids to connect Del Norte County Library District to CENIC's CalREN statewide fiber-optic network.

Please take a few moments to review the attached quote PDF and let me know if you have any questions about it. If you would like to schedule a Zoom conference call to walk through the quote this week, please let me know and I can set that up at your convenience.

If there are no questions, simply send an email to broadband@califa.org by **March 8** informing the project team of your intent to (A) proceed with the quoted 1Gbps Frontier circuit or the 10Gbps Spectrum circuit, or (B) decline to proceed with either circuit quote at this time (and we can follow-up again in the autumn for the next recruiting cycle covering FY 23-24).

Please understand that this March deadline is just so that CENIC can file reimbursement paperwork appropriately for the upcoming E-rate fiscal year. Indicating your intent to proceed with connectivity at this time will not obligate you to anything; you can later decide not to proceed (prior to signing a contract) if your situation changes.

There's two quotes in the PDF:

- Pages 1-3: a 1Gbps circuit via Frontier at \$1400/mo, with a monthly \$150 "cross connect" fee
- Pages 4-5: a 10Gbps circuit via Spectrum at \$1252/mo, with a monthly \$350 "cross connect" fee

FYI -- Gbps = gigabits per second

Please know that the \$6k "circuit deployment fee" Non-Recurring Cost listed in both quotes would be covered by the State Library using funds provided by the State Legislature (per a note on p.2 of the quote PDF) and that the other Non-Recurring Costs on both of the quotes would be eligible for funding assistance via the [State Library's broadband grant](#).

The other Non-Recurring Costs (i.e., \$300 for the 1Gbps circuit and \$1250 for the 10Gbps circuit) would be eligible for assistance via the [State Library's broadband grant](#).

With the Non-Recurring Costs covered by other sources of funding, the annual costs would look like the following:

1Gbps Frontier circuit:

- Annual, undiscounted cost: \$18,600 (i.e., cost before E-rate/CTF factored in)
- Discounted annual cost: \$2,640 (i.e., effective cost after E-Rate/CTF factored in)

10Gbps Spectrum circuit:

- Annual, undiscounted cost: \$19,224 (i.e., cost before E-rate/CTF factored in)
- Discounted annual cost: \$4,951.20 (i.e., effective cost after E-Rate/CTF factored in)

Note that it can take between 12-18 months for E-rate reimbursements to become available, so you would want to budget for the Annual, undiscounted cost at first. That said, if that annual undiscounted amount is a barrier to Del Norte joining the project, you can apply for "hardship" funding via the State Library's broadband grant to cover the first 12 months of undiscounted circuit costs (i.e., \$1,400/mo for 1Gbps or \$1,252/mo for 10Gbps).

Best regards,

Christian

Christian DeLay, MLISc (he, him, his)

Broadband Project Manager, Califa Group

[330 Townsend St. Suite 133, San Francisco, CA 94107](#)

415-529-1574 || christian@califa.org || califa.org



Del Norte Year 8 CENIC Quote - Customer - FY22-23 - v1.0.pdf

95K

Items to Consider While Reviewing Quotes

- Pricing does **NOT** include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's *actual* cost.
- If an Out of Band line is required, customer must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the one-time installation and ongoing monthly recurring costs.
- Annual Recurring Costs (ARC) items are invoiced annually.
- Non-Recurring Costs (NRC) items are one-time costs billed upon execution of contract.
- Monthly Recurring Costs (MRC) items are billed quarterly, first billing will occur after handoff.
 - oE-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated.
 - oActual discount percentage will be identified by USAC at a later point. E-rate and CTF reimbursements are dependent upon the continued funding of these programs. CENIC/Broadband Access Administrator cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change. E-rate % noted is based on current FY estimate and CTF is a 50% discount of the remaining cost after E-rate has been applied.
 - oDue to the consortial nature of CENIC's E-rate application, the E-rate discount level may not be finalized until next Spring of the following year (late March or early April).
- E-rate Costs may take up to 18 months to activate due to USAC processing time. Please budget for the full undiscounted costs for the initial period.



Associate:

Del Norte County Public Library - 10 Gbps

Budget Summary Description:

Quote Date:

FY22-23

Quote Expiration:

Line Item	NRC		MRC		ARC
	Non-Recurring Cost	Monthly Recurring Cost	Annual Recurring Cost		
1 Equipment [1]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Installation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Circuit	\$1,250.00	\$1,602.00	-		
5 Circuit Deployment Fee [2]	\$6,333.33	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$7,583.33	\$1,602.00			\$0.00

Annual Cost	\$19,224.00
Discounted Annual Cost	\$4,951.20
Total for Year 1	\$26,807.33
Discounted Annual Cost Year 1	\$5,526.20

[1] CENIC pays for equipment, maintenance and installation of initial CalREN connection.

[2] The California State Library requested, and received funding through the Budget Act of 2021, AB 128, Chapter 21, 2021 Statute, to pay for Circuit Deployment Fees (CDF) on behalf of public libraries connecting to CalREN. The full text can be found here: https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB128



OC A		LOC 2					
Name	Site Name	Service Provider	Service Type	Requested Bandwidth	Est Contract End Date	Carrier Info	
my Library	LOAS2	Spectrum	Lit Circuit	10 Gbps	7/1/2027		

*Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's actual cost.

E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E-rate authorities at a later point

CENIC - Cross Connect		E-rate Discount		90.00%		Total Discounted MRC (CTF & E-rate)*	Total Discounted NRC*
NRC		MRC		Discounted NRC*		Discounted MRC*	
\$500.00		\$350.00		\$575.00		\$412.60	\$575.00
\$0.00		\$0.00		\$575.00		\$412.60	

Add'l MRC (e.g. Collector Circuit)

MRC for 5 year term*

Non Recurring Cost*

Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
DNC Library	414	70	91124	Gifts unspecified	\$ 1,130	
DNC Library	414	70	91124 002	Gifts specified	\$ 2,000	
DNC Library	414	70	20230	Professional Services		\$ 3,130
Total Amounts					\$ 3,130	\$ 3,130

Department complete and send to Auditor's Office for transfer number before sending to CAO. Round amounts up to whole dollars.

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request can't be delayed to next budget year.

Phyllis Woodard Department Head Signature 3/7/2022 Date

Auditor's Office: Sufficient balances exist per above (Under \$10,000 joint approval from Auditor's Office and CAO's Office)	County Administrative Officer: (Under \$10,000 joint approval from Auditor's Office and CAO's Office)
Deputy Auditor-Controller _____ Date _____ TR No. _____ Budget Revision No. _____ Includes Revenue Appropriation _____ Requires 4/5ths Vote _____	Recommendation: Approve _____ Deny _____ Submit for Board approval _____
County Administrative Officer _____ Date _____	

Passed by Board of Supervisors of Del Norte County on _____

Ayes: _____

Noes: _____

Absent: _____

Attest: Clerk of the Board _____

By: _____

 Chairperson
 Board of Supervisors

Reason for Request

Line 414-70-20230 Professional Services is in the negative balance of \$491.85. We would like to transfer funds from lines 414-70-91124 Gifts unspecified in the amount of \$1,130 and line 414-70-91124 002 Gifts specified in the amount of \$2,000 to cover the negative amount and to cover future charges on this line. \$925 is billed monthly for janitorial services and the transfer amount will cover 3 months of janitorial services. We cannot wait till next budget year to transfer funds because this is an active line and it is in the negative amount currently and we cannot continue to bill services to this line.

Updated Contract between Ross Janitorial and the Del Norte County Library

First, all of us at Ross Janitorial would like to thank you for using our services. We have been working with the Del Norte County Library now for over 6 years to provide its patrons and employees with a clean comfortable environment to be in. As a local born and raised here I spent time at the library as a child, and we love to support local educational facilities like this. Unfortunately, as times change, so must contracts and pricing. Inflation and the difficulty in finding qualified employees force us to increase our service rates. Another factor in this is the location and frequency of homeless people harassing some of our employees outside your facility. We have nothing against them in general, but I can only have certain employees clean because entering and leaving your building at night is dangerous and frightening to some of our workers. This is a proposed new price update starting in April of 2022. In summary, it is a price increase of \$200.00 per month, for a total janitorial cost of \$1125 per month. I understand that economic struggles affect our customers too, so if this doesn't work or we need to adjust some things please communicate with me and we can try to come to an agreement.

Thank you again for working with us and for all the work you do for our local community.

Matt Ross

Contract Between Ross Janitorial and the Del Norte County Library

The cleaning services will be performed after closing hours and before opening time 6 times per week. The services Monday through Friday will be the same, and on Saturday there are a few extra things performed as listed below. Ross Janitorial will have the necessary keys and alarm codes. Ross Janitorial will provide the cleaning products and vacuum. The Del Norte County library will supply the trash bags and paper products through Mendes supply or equivalent. Ross Janitorial holds 2 million dollars in liability insurance, a Crescent City business license, and a California department of labor janitorial license. Ross Janitorial will provide an invoice for our services around the end of each month with a net 30 timeframe for payment. If services need to be changed or canceled 30 days' notice is required unless otherwise agreed upon.

Employee Area-

Disinfect touchpoints like light switches, door handles, phones, desks, etc.

Dust computer screens, countertops, desk surfaces.

Empty trash cans in the office area and kitchen area.

Sweep and mop the hard surface floor, vacuum floor mats, and carpet.

Restock paper towels and any other requested items.

Patron Area-

Disinfect touch surfaces including door handles, countertops, tables, computer mouse, etc.

Empty trash cans.

Vacuum high traffic area from the front door through the center of the building and around the computer desks.

Sweep and mop hard floor entrance area.

Restrooms-

Disinfect, clean, and wipe down door handles, light switches, sinks, toilets, dispensers.

Refill paper towels, toilet paper, and soap supply.

Empty trash cans and replace bags.

Sweep and mop hard floors with a disinfecting solution.

Weekend Extra work performed one time between Saturday and Monday morning-

Vacuum the entire public space.

Clean entrance door glass.

Dust and disinfect desks in kids' area and outer wall area.

Annual or as needed extra work included:

Scrub and buff VCT floor in the employee area. This does not include floor stripping which is generally needed every 3-5 years in this environment.

Monthly Cost: \$1100.00

Ross Janitorial _____

Del Norte County Library Representative _____

DEL NORTE COUNTY LIBRARY DISTRICT		
STATISTICS		
	January 2022	February 2022
No of Registered Users (patrons who have a library card)	26,731	24,713
No of Children Borrowers (minor patrons who have a library card)	1,381	1,057
No of Online Card Registrations	0	0
No of Online Card Renewals	0	0
No of Print Materials Held in Collection	48,326	48,326
No of Contactless Technology Loaned (curbside, deliveries)	0	0
No of Contactless Physical Materials Loaned (curbside, deliveries) - Main Branch	6	22
No of not Contactless Checkouts - Main Branch	1	3
Total No of Checkouts - Main Branch	2,141	2,102
No of Children's Book Holds - Main Branch	10,871	10,921
No of Young Adult Book Holds - Main Branch	2,284	2,440
No of Reference Questions - Main Branch	145	102
No of Uses of Public Internet Computers - Main Branch	217	198
No of New Items - Main Branch	135	77
No of New Items - SR Branch	44	44
No of New Items - Total Count	179	121
Phone Tally		

Board Report 2-14 to 3-14

- 4 Computer students: 3 reached goals, 1 meeting twice a week for the near future
- 1 college student registered for occasional math support
- 1 New volunteer with a background in public outreach/promotion
- 1 New GED student
- Meeting with the head of Dragonfly program
- Registered NorthStar Digital learning platform
- Continuing to pursue CFL
- As of this morning pursuing Literacy Opportunity Fund
- The Reads Facebook page is finally up and running!

DEL NORTE COUNTY LIBRARY DISTRICT			
STATISTICS			
Smith River Branch Library			
		January 2022	February 2022
No of Contactless Physical Materials Loaned (curbside, deliveries) - SR Branch		8	7
No of not Contactless Checkouts - SR Branch		54	86
Total No of Checkouts - SR Branch		54	86
No of Children's Book Holds - SR Branch		1035	1051
No of Young Adult Book Holds - SR Branch		253	253
No of Reference Questions - SR Branch		0	0
No of Uses of Public Internet Computers - SR Branch		3	2
Ave Hours per Week of Volunteer Work - SR Branch		9	9
No of Visitors (Daily Count) - SR Branch		38	36
No of New Library Cards		6	0
No of Renewed Library Cards		3	1