Consultant – Climate and Sustainability Action Guide for California Libraries
February 2024 – August 1, 2024
Not to Exceed $19,500

Project Overview and Objectives

The California State Library is committed to supporting public libraries working on sustainability and climate resilience. In 2022, the State Library and Pacific Library Partnership created the Sustainable California Libraries Report which identified the top five actions to promote sustainability in California libraries, including:

1. Develop a collective statement/commitment to sustainability
2. Promote and grow sustainability related trainings
3. Encourage local and state involvement in funding opportunities that support climate resilience and sustainable library programming and services
4. Take advantage of opportunities for libraries to serve as sustainability models through buildings and services
5. Increase opportunities for library staff of all levels to connect around topics of climate resilience and sustainability

The California State Library, in partnership with the Pacific Library Partnership and the grant-funded Networking California Library Resources project, are seeking to hire a Consultant to build upon the sustainability report and create an updated Climate and Sustainability Action Guide for California public libraries.

Climate and Sustainability Action Guide for California Libraries: Background

The goal of the Networking Grant is to strengthen equitable resource-sharing and access throughout the California public library community. The project is focused on ensuring equitable access to opportunities for communities who face barriers to library services. One of the project goals is to create a Climate and Sustainability Action Guide for California public libraries.

To date, PLP and the California State Library have created the Sustainable California Libraries Report, and subsequently, for the last two years, the California State Library has developed and supported the LSTA-funded Sustainable California Libraries project. The Sustainable California Libraries grant program funds climate and sustainability related community-driven programming for adults and intergenerational groups. The initiative also fosters connections between California library workers supporting climate resilience in communities. To date, a total of 34 Sustainable California Libraries projects have been funded. The 2024-2025 Sustainable California Libraries grant project is opening for year three proposals in January 2024.

In early 2024, a new Sustainable Libraries Initiative California Cohort grant will open, which will provide a new opportunity for California libraries interested in making library practices more sustainable. This project will fund a cohort of California libraries to participate in the Sustainable Libraries Initiative and staff time and supplies to support libraries as they become more sustainable.

At the State level, there are many initiatives around climate goals, including 30x30 California and the California Strategic Growth Council's multiple climate resilience programs. CalEPA has created a statewide California Climate Dashboard. The dashboard tracks the state's progress toward meeting climate targets for 2030 and beyond.

At a national level, the Sustainable Libraries Initiative and American Library Association project is developing a climate action strategy for libraries, which involves an e-course and resources added to the Climate Action Lab. Internationally, IFLA is also working on libraries and climate issues. Additionally, the Consultant may choose to draw on the Job Function Action Guides at Drawdown Labs and collaborate with Drawdown staff for inspiration in creating a sustainability action guide for California public libraries.

Consultant Scope of Work

PLP and the California State Library are seeking a Consultant to conduct research, gather input from the California library field, and create a Climate and Sustainability Action Guide for California public libraries. As part of the process, the Consultant will actively engage current and past Sustainable California Libraries grantees through surveys, listening sessions and interviews to co-design best practices. The Consultant will work in collaboration with the California State Library, California public library staff, and Pacific Library Partnership.

Below are the activities of the Consultant:

- The Consultant will review the reports and literature referenced above, as well as other literature and initiatives involving climate, sustainability and public libraries.
- The Consultant will create and issue, with the State Library, a survey of current and past Sustainable California Libraries participants to document ongoing and lasting impact of their projects.
- Based on the survey results, the California State Library and the Consultant will identify three public libraries for the Consultant to visit in person. The Consultant will coordinate their own travel and coordinate discussions with key staff at those libraries with the assistance of the State Library. The purpose is to further understand the impact of the programs on communities and gather suggestions from the field on the climate and sustainability action guide.
- The Consultant, in collaboration with the State Library, will hold one virtual listening session, which will be open to all California public libraries, but targeted specifically at

libraries which have not previously participated in climate and sustainability initiatives, to understand the barriers they face.

- The Consultant will create a draft executive summary and draft Climate and Sustainability Action Guide which will be informed by the activities listed above. The draft report will:
    - include a summary of research and interviews and the assessment of the current landscape and impact of climate and sustainability related programs, services and initiatives in public libraries
    - develop specific, realistic climate and sustainability actions which libraries can readily incorporate into their organizations
    - include barriers and some solutions to overcoming those barriers
    - will demonstrate how libraries already contribute to both local and statewide climate action plans and how they could further these actions
- The Consultant will share findings at the virtual Networking Call for California Library Directors, scheduled for May 15, 2024 from 3:30 pm – 4:30 pm.
  The Consultant will share findings at the virtual 2024 Sustainability Summit on May 21, 2024 (9 am – 12 noon), in collaboration with the California State Library and presenters from public libraries.
- The Consultant, in collaboration with the State Library, will finalize the executive summary and guide covering the impact of climate and sustainability related programs, services, and initiatives in California public libraries.

The Consultant should have a knowledge of public library institutions and an understanding of sustainability and climate resilience, and a willingness to explore these areas in depth. The Consultant will focus on California public libraries, but may reference California academic libraries, as well reference to national and international trends. The Consultant should be California based, or familiar with California public libraries and willing to travel to California library locations.

Project Activities and Timeline

The project period will begin in February 2024 or, once the agreement is signed, and will end August 1, 2024. Some elements of the timeline may be negotiable. Project expectations and deliverables include:

- Throughout the project, Consultant will attend bi-weekly (2x/month) virtual project status meetings with California State Library Programs Consultant and others.
- FEBRUARY 2023 – MARCH 2024: Project research conducted, survey issued, and results anlyzed by the Consultant, in collaboration with the California State Library.
- APRIL 2024: Consultant conducts site visits and field interviews to gather additional information, in collaboration with the California State Library.
- APRIL 2024: Consultant conducts virtual listening session, in collaboration with the State Library.

- <u>MAY 2024</u> - Draft due of Executive Summary and Guide (MS Word) on Climate and Sustainability Action Guide. Consultant presents preliminary findings at Monthly Networking Call for Library Directors (virtual) and 2024 Sustainability Symposium (virtual) in collaboration with the California State Library.
- <u>JULY 2024:</u> Final version of Executive Summary and Climate and Sustainbility Action Guide for California Libraries (MS Word and accessible PDF) due.

Project Deliverables

- All documents and slides delivered in MS Word, PowerPoint, and PDF must be checked for accessibility https://www.ca.gov/Accessibility/
- All documents and slides must include graphics, charts, images, photos, quotes, etc.
- All documents and slides must include references and links to data and files, including any embedded charts, graphs, etc.
- One slide deck, delivered in MS PowerPoint
- Guide drafts must be delivered in MS Word
- Executive summary must be delivered in MS Word and accessible PDF
- Final guide must be delivered in MS Word and accessible PDF

All work produced becomes the property of the California State Library, for the purpose of sharing with the California library field. All publications and materials for the project must include the LSTA Acknowledgement as noted: *This [publication/project] is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.*

Compensation and Payment Schedule

The agreement total will be **$19,500** all inclusive of travel, services, and any costs. Consultant will bill according to the Payment Schedule for conducting the scope of services listed in this document. In no event will the cost to PLP for services be provided herein exceed the maximum of contract fee of **$19,500,** including direct, non-salary reimbursable expenses. Payments to the Consultant for services shall be made after the completion and acceptance by the California State Library of billable project tasks. Invoices will be submitted to PLP.

It would be expected that the Consultant would visit in person a minimum of three California public libraries participating in the Sustainable California Libraries projects, as well as consider visiting at least one library which would plan to participate in the 2024-2025 Sustainable California Libraries project. All travel would be included in the overall compensation, and not billed separately.

Payment Schedule
50% - at signing of contract
50% - upon completion and acceptance of services, to be billed no later than August 1, 2024

Consultant Interest

Consultants interested in this work should reach out to the following people below with questions. To be considered, please provide a cover letter which explains your interest and experience, as well as your resume.

California State Library: Julianna Robbins, Library Programs Consultant, julianna.robbins@library.ca.gov

Pacific Library Partnership, Carol Frost, CEO frost@plpinfo.org

California State Library will facilitate connections among projects, for Consultant awareness purposes.