



Monterey County Free Libraries

Application details

Deadline Reminder: Applications will be accepted through **June 2, 2025**.

Eligibility Criteria

To be eligible to apply, your organization must be established in California as one of the following:

- **Nonprofit** organizations classified as a tax-exempt 501(c)(3)
- **Accredited institutions of higher education** (public or nonprofit)
- **Local governments** in California and their agencies
- **Federally-recognized Native American Tribal governments** located and administered in the state of California

Additionally, organizations must possess a collection of documents, books, publications, artifacts, recordings, digital materials, and/or other sources relevant to the history and culture of California. The materials should be accessible at least to their communities of origin, preferably to the broader public. We recognize that in certain contexts, physical or cultural considerations may not allow for full, open use of sources.

- Cities, counties, or other organizations seeking funding for multiple departments or sub-units *must submit a separate application* for each such entity. Sub-units must be clearly distinctive, with separate collections in different physical locations and administered by separate personnel.

I confirm that my organization meets ☒ the eligibility criteria for this grant.

Organization Information Monterey County Free Libraries

Organization name

Organization Type Local government/agency in CA

Organization Address

188 Seaside Circle
Marina, CA 93933

Organization Mailing Address (**no P.O. boxes**)

188 Seaside Circle
Marina, CA 93933

Organization's Employer Identification Number (EIN)	94-6000524
Name of Parent Organization/Institution/Agency (if applicable)	Monterey County
Project Director	Joanne Krajeski
Project Director name	
Project Director email	krajeskij@countyofmonterey.gov
Phone number	+18318837512
Grant Administrator	Same as above (Project Director)
Requested Services and/or Fundable Activities	<div><input checked="" type="checkbox"/> Disaster recovery & spill kits</div> <div><input checked="" type="checkbox"/> Preservation supplies</div> <div><input checked="" type="checkbox"/> Staff training opportunities</div> <div><input checked="" type="checkbox"/> Supplies, equipment, or hardware for minor, immediate building maintenance, repairs, storage, or security needs</div>
Place a check mark by the category(ies) of eligible activities and costs for which you are seeking support.	
Underserved/Under-Represented Communities	<div><input checked="" type="checkbox"/> Asian American and Pacific Islander</div> <div><input checked="" type="checkbox"/> Farmworkers</div> <div><input checked="" type="checkbox"/> Rural communities</div>
Place a check mark by any community category whose contributions to California history and culture would be better preserved by the project.	
Assessment of Emergency Readiness	Our organization received an assessment from a Ready or Not consultant.
Place a check mark for the category that pertains to you. For more information on receiving a Ready or	

Not assessment, please contact
CAready@nedcc.org or call (855)
501-3020.

File Upload: Assessment of Emergency Readiness

PDF

[NEDCC-2024-EmergPrep-MCFL... \(616 KiB download\)](#)

Please check one of the following: ☒ My organization has never received an award from Groundwork Grants.

Project Mission

Provide your organization’s mission, along with a broad description of the collection that would be preserved. Offer any highlights of materials that illustrate the importance of the sources and the audience(s) they serve; identify the under-served California cultural heritage community(ies) most substantially represented in the collections, noting any exemplary sources.

The mission of the Monterey County Free Libraries (MCFL) is to provide ideas, inspiration, information, and enjoyment to our community, ensuring that everyone has the opportunity to achieve their potential and pursue happiness.

Monterey County has a rich history filled with stories, documents, and artifacts from the area's native peoples, early Spanish and Mexican settlers, the agricultural labor movement, and the diverse communities, including military personnel, that formed around Fort Ord and other locations. Monterey County Free Libraries (MCFL) has a highly sought-after local history collection that is invaluable to writers and researchers documenting the historical narratives of various areas in Monterey County. MCFL has contributed to several publications on Monterey's history. This collection provides a unique perspective on the role of Monterey County in California's history.

MCFL's archive includes an array of materials, such as obituaries, news clippings, documents, letters, photographs, books, periodicals, directories, postcards, newspapers, maps, pamphlets, microfilm, DVDs, and videos that chronicle California's history, with a particular focus on Monterey County. The main collection is housed in the library's administrative offices, separate from the Californiana collection located at the Prunedale Branch Library. Many of the branch libraries also have smaller local history collections available on-site.

Project Rationale

Discuss the rationale for the project, including key preservation and emergency readiness concerns your organization faces, such as environmental, natural disaster, security, or other threats that need to be addressed. Note any disaster-related damage that your collection has previously experienced; highlight any sources that are particularly at risk of loss or deterioration.

In May 2024, Caroline Whyler from the NEDCC completed an Emergency Preparedness Consultation report for the Ready-Or-Not Cultural Heritage Emergency Preparedness Project. This report, which is included with our application, highlights the urgent need for disaster preparedness at MCFL.

The consultation was initiated by Jennifer Smith, the former local history librarian, who recognized the critical importance of disaster preparedness, especially given MCFL's locations, which are vulnerable to fires, flooding, tsunamis, and earthquakes. As the newest member of the MCFL local history team, Jo Krajeski understands the significance of being prepared and wants to continue the work started by her predecessor. She is eager to enhance her education and experience in risk assessment, mitigation, disaster response, and recovery.

The MCFL staff and Ms. Whyler identified several regional risks that could impact the facility, including earthquakes, landslides, wildfires, and flooding. They expressed concerns regarding the potential failure of building systems, which could exacerbate flooding risks. In 2022, the Monterey County Office of Emergency Services reported eight fire-related incidents, predominantly wildfires. This situation was aggravated by high heat and drought warnings in the region. Unfortunately, incidents of fire and flooding seem to be increasing.

Following the 2024 consultation, Jennifer implemented several recommendations and made progress in enhancing our disaster preparedness. However, we still need additional assistance in several areas: spill kits, preservation supplies, training, and disaster response supplies. The collection materials are stored inconsistently, and many items require updated archival measures. Additionally, we have two metal filing cabinets, and an at-risk map collection that needs to be elevated off the floor. We require archival furniture and effective storage solutions for this purpose.

Project Personnel

Identify and briefly describe the roles and qualifications of all key project participants, including, for example, the project director, emergency readiness consultants, contractors, digitization partners, community elders or knowledge experts, etc.

Name		Role	Qualifications
1	Joanne Krajewski	Project Director	Joanne holds an MLIS with a focus on archival studies from San Jose State University, and a Bachelor of Science in Information and Library Science. Overseeing the local history collection, she supports disaster response efforts for library collections, and updates evacuation lists and disaster response documents for historical materials.
2	Chris Ricker	Project Support	Assistant Library Director for MCFL, holds an MLS degree, will provide her extensive expertise when needed and would aid in the disaster preparedness of library and historical collections.

File Upload: Resumes

For **key project staff**, including any consultants other than those provided by the program

PDF

[Jo_Krajewski_resume.pdf \(161 KiB download\)](#)

Project Workplan

Provide a timeline, listing key project activities or milestones with projected start and completion dates. Note that **grant expenditures** (all purchases for the grant, such as ordering supplies or registering for a training) **must be completed by the grant deadline of March 31, 2026**. Project activities may continue past the deadline. If you are unsure of your start date, please allow at least 1 month for application review.

	Key Activity	Projected Start Date (MM/DD/YY)	Projected End Date (MM/DD/YY)
1	Purchase & distribute spill kits	07-15-2025	09-25-2025
2	Implement preservation measures on at-risk map collection	07-15-2025	01-26-26
3	Implement preservation measures: AO metal cabinets	07-15-2025	01-26-26
4	Implement preservation measures: historical materials	07-15-2025	01-26-26
5	Staff training with Myriad	07-15-2025	02-26-26

Pre-Arranged Goods & Services

These services are offered directly through Groundwork Grants through pre-selected vendors. Please check the pre-arranged goods and services you are requesting.

Myriad-Provided
Staff Training
Opportunities -
\$500/class

✓

In addition to funding for trainings provided by other organizations, Myriad is offering several online workshops to Groundwork Grant applicants that address specific aspects of disaster readiness. The cost for each Myriad-offered workshop is \$500. Each workshop will take place over the course of two weeks, either in **Aug/Sep, 2025** or **Jan/Feb, 2026** (exact dates TBD post-award). The format will include:

- video lectures

- take-home work
- remote classrooms with other attendees and the facilitator
- a live session with the facilitator for Q&A

Please check the trainings you intend to attend, noting the previously listed dates and that each class costs \$500:

- ✓ Fall 2025: Prioritizing Collections for Emergencies, Including Digital Technology Considerations
- ✓ Winter 2026: Caring for the Building and Establishing Preventive Maintenance, Including Fire Mitigation

✓

Disaster Recovery Kits - \$730.30/set

Preservation specialists often recommend having certain supplies close at hand to assist in rapid response to disasters, particularly water intrusion. Hollinger Metal Edge has developed recovery kits and spill kits that include numerous items often needed for protecting or salvaging collections in the immediate aftermath of disasters, such as aprons; vinyl gloves; slip-on boots with skid-resistant soles; dust masks, cellulose sponges; mop and mop bucket, flashlights, and more. Applicants may request one or more combined sets of these kits, which will also include five water-resistant recovery boxes.

Disaster Kit Quantity	4
How many kits are you requesting?	

Total Disaster Kit Cost (\$)	2921.2
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	\$3,921.20
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Total Pre-Arranged Goods & Services Cost:

Please add the total cost of your pre-arranged goods and services using the calculated costs above and the price summary below.

Price Summary

- **Project mentorship:** \$3,000
- **Myriad-offered staff training opportunities:** \$500/class
- **Disaster kits:** \$730.30/set
- **Environmental monitoring and alert equipment:** minimum \$5,460

If you are not requesting any pre-arranged goods, please write '0' below.

- Please select the proposed goods & services you are requesting:
- ☒ Preservation supplies (\$5,000 limit)
☒ Equipment and hardware
☒ Staff compensation

Preservation Supplies

!! PLEASE NOTE: This year, Groundwork Grants has a \$5,000 limit on preservation supplies. If you request over \$5,000, you will be asked to resubmit your application.

These may include archival quality containers, protective enclosures, folders, and other materials that may help safeguard physical collections and/or mitigate their deterioration. (See the Resources section of the Guidelines for further information on reputable vendors and budget considerations.)

Note that items such as vacuums, shelving, fire extinguishers, and similar durable tools may be requested in the Equipment section.

	Item	Vendor and/or Website Link	Notes	Cost Estimate (\$)
1	Reinforced Full 1" Tab Legal Size File Folders (100-Pack)	Gaylord	Quantity 4	\$230.76
2	Reinforced Full 1" Tab Letter Size File Folders (100-Pack)	Gaylord	Quantity 2	\$107.50
3	3 mil Archival Polyester L-Sleeves (100-Pack) 8.5x10.5	Gaylord		\$142.69
				Total Preservation Supplies Cost (must not exceed \$5,000) \$2,037.59

4	3 mil Archival Polyester L-Sleeves (100-Pack) 9.5x11.25	Gaylord		\$156.19
5	3 mil Archival Polyester Negative & Photo Sleeves (50-Pack) 4x6	Gaylord		\$24.59
6	International A4 Flip-Top Document Case	Gaylord	Quantity 3	\$59.85
7	Permalife 20 lb. Bond Paper (500 Sheets) Letter	Gaylord	Quantity 2	\$92.50
8	Permalife 20 lb. Bond Paper (500 Sheets) Legal	Gaylord		\$60.65
9	(Maps) Telescoping Roll Storage 80x5'	Gaylord	Quantity 3 (30.19)	\$90.57
10	(Maps) Telescoping Roll Storage 4"	Gaylord	Quantity 4 (27.50)	\$110.00
11	Map Roll Storage Box 4W x 49L x 4"H	Gaylord	Quantity 5	\$174.50
12	Map Roll Storage Box 4W x 49L x 5"H	Gaylord	Quantity 5 (37.59)	\$187.95
13	Gaylord Shipping	Gaylord	Shipping	\$466.85
14	Gaylord Tax	Gaylord	Tax	\$132.99
				Total Preservation Supplies Cost (must not exceed \$5,000) \$2,037.59

Equipment and Hardware

Disaster preparedness assessments often point to immediate, relatively small-scale repairs, adjustments, and equipment replacements that do not require further estimates from a facilities specialist (e.g. window replacement, shelving unit

relocation, storage cabinets, door locks, security cameras, etc.). **Items such as vacuums, shelving, fire extinguishers, and similar durable tools may be requested here.**

	Item	Vendor and/or Website Link	Notes	Cost Estimate (\$)
1	Mobile Roll Cart	https://www.uline.com/Product/Detail/S-13283/Storage-File-Boxes/Mobile-Roll-File-50-Compartment	Improved map storage	\$480.00
2	Uline tax	Uline	Tax	\$44.54
3	Uline Shipping	Uline	Shipping	\$48.18
4	Rolling Base for Museum Cabinets (Maps) 36x18	Gaylord	Improved map storage	\$482.25
5	Rolling Base for Museum Cabinets (Maps) 36x18	Gaylord	cabinet preservation (floor riser)	\$482.25
6	Gaylord Shipping	Gaylord	Tax	\$89.22
7	Gaylord Tax	Gaylord	Shipping	\$330.00
				Total Equipment Cost \$1,956.44

Staff Compensation

Applicants may also request funding to compensate, at least partially, staff who are responsible for leading and/or managing the project. This amount, however, should be no more than **25%** of the cumulative amount requested for other eligible project expenses, and the **total grant request for all project activities may not exceed \$20,000.**

	Name	Role	Estimated # hours on grant-related activities	Cost Estimate
1	Joanne Krajewski	Project Director	40	\$1,362.80
				Total Staff Compensation Cost \$1,362.80

2	0
3	0
<div>Total Staff Compensation Cost</div> <div>\$1,362.80</div>	

I confirm I have added *estimated* tax and shipping costs (as a separate line item) to my requested proposed goods & services where necessary.

✓

I confirm I have created an itemized list of *specific* goods and services where necessary.

✓

Total Proposed Goods & Services Cost

\$5,356.83

Please add your costs from each category and write the total here. If you are not requesting any Proposed Goods & Services, please write '0.'

Total Project Cost

9278.03

This number is calculated from your Total Pre-Arranged and Proposed Goods & Services costs. **It may exceed \$20,000.**

If the total project cost is over \$20,000, please indicate in the notes section below how your organization will pay for the additional costs.

Total Amount Requested

\$9,278.03

This number may not exceed the maximum award of **\$20,000**.

Log in to groundworkgrants.awardsplatform.com to see complete application attachments.

PDF	PDF
Other Supporting Documentation	Other Supporting Documentation
NEDCC-2024-E... 623 KiB	NEDCC-2024-E... 614 KiB