

**From:** [Christmas, Erin](#)  
**To:** [Henson, Angela](#)  
**Subject:** Fw: [External] Crisis Collection, Riverside Public  
**Date:** Monday, April 20, 2020 10:01:46 AM  
**Attachments:** [CLCI FY1920 Crisis Collection Reimbursement Form.cleaned.xls](#)  
[CLCI FY1920 Request for Crisis Collection Funds.cleaned.docx](#)

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fyi

Erin Christmas  
Library Director  
City of Riverside  
Riverside Public Library, Library Administrative Office  
Main: 951.826.5213  
Office: 951.826.5385  
[RiversideCA.gov](http://RiversideCA.gov)

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**From:** Lori Rivas <[lrivas@socallibraries.org](mailto:lrivas@socallibraries.org)>  
**Sent:** Thursday, April 9, 2020 1:10 PM  
**To:** Christmas, Erin <[EChristmas@riversideca.gov](mailto:EChristmas@riversideca.gov)>  
**Cc:** Wayne Walker <[wwalker@socallibraries.org](mailto:wwalker@socallibraries.org)>  
**Subject:** [External] Crisis Collection, Riverside Public

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This email's attachments were cleaned of potential threats by The City of Riverside's Security Gateway.  
Click [here](#) if the original attachments are required (justification needed).

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The California State Library is inviting Riverside Public Library to participate in a funding opportunity in the amount of \$5000 for crisis collection funding to address the increased demand from your community for e-resources as people practice physical distancing and library buildings are closed. The first round of funding has been prioritized for libraries with budgets least sufficient to meet demand.

At least 50% of your funding must be spent by May 8, 2020, and the total amount must be spent by June 30, 2020.

We realize that library staff members are scattered, working from home, on administrative leave, etc., and some libraries might have difficulty acting quickly to spend the funds available. Please let us know immediately if you foresee any difficulty spending at least half of these funds by May 8 and all of them by the end of June, 2020. Crisis collection funding will be ongoing this spring, and if you are unable to use funding immediately, we can make it available to other libraries that can.

Your funds are not provided directly to your library; they were provided to Southern California Library Cooperative, and we will work with you to effect payment as you order your materials.

Below are options for how to request your funds:

Option 1- Request a check. Fill out the attached request for funds form. Check the first line. You will be required to report the number of titles purchased with the funds. It requires a director's signature.

Option 2- Submit an invoice. You can submit an invoice and SCLC will pay directly (line 2). SCLC will pay up to the amount and not to exceed that amount. You must submit the attached request for funds form. You will be required to report the number of titles purchased with the funds. It requires a director's signature.

Option 3- Submit a reimbursement. You can submit the attached reimbursement form for up to the amount and not to exceed the amount (line 3). You must submit the attached request for funds form. You will be required to report the number of titles purchased with the funds. It requires a director's signature.

To submit forms or ask any questions regarding this process, please email **Wayne Walker** at [wwalker@socallibraries.org](mailto:wwalker@socallibraries.org)

Thank you.

Lori Rivas  
Project Assistant  
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**Our Collective Mission:** Ensure the well-being of residents, employees, and visitors in the City of Riverside by limiting the spread of COVID-19.  
**Stay Home, Maintain Your Space, Cover Your Face.**