



County of Siskiyou

Notice of Intent (NOI)

Department:	County Library
Project Manager/Contact No.	N/A
Department Director/Contact No.	Michael Perry / 842-8805
Project Name:	Zip Books for the County Library
Amount of Grant:	\$ 25,000
Last Updated:	April 17, 2023

Project Description:

The State Library is offering eligible libraries to participate in a program to improve delivery of library material that we might not be able to provide otherwise. Physical materials (books, audiobooks, and large print material) can be recommended for purchase by patrons so long as those titles are not recent releases (at least 1 year old). Suggestions are purchased on Amazon, delivered to the patron at their home, and returned to the library to add to the collection when they are finished.

Summary:

Based on patron requests for titles not currently in our collection *and* that were published more than a year prior, Siskiyou County Library will purchase library material through Amazon to deliver to the patron (who will return it to the library to be added to the collection when finished).

Approvals

Prepared by:

N/A
Project Manager

Approved by:

Michael Perry 04/17/23
Department Director

Sherry Lumsden
County Administrator Officer

**ATTACHMENT
Grant Summary Form**

This form is available on the County's Intranet.

County of Siskiyou
GRANT SUMMARY FORM

GENERAL INFORMATION

Grant Title			Grant No.(CFDA)		
General Description of Grant Work scope					
Granting Agency FED STATE OTHER			Agency Contact		Phone No.
Responsible Department			Department Contact		Extension No.
Board Approval Date		Application Date		Award Date	Est'd Completion Date

GRANT COST AND REVENUE SUMMARY

Program Cost Summary	Total	Grant Portion
Revenue (Please display with brackets <>)		
Soft/hard cash match or In kind (<>)		
Staffing		
Contract Services		
Supplies & Other Operating Expenditures		
Capital Outlay		
Indirect Cost@ % of Direct Costs		
TOTAL GRANT COSTS AND REVENUES	\$	\$
How Was Grant Portion Determined?		

Budget Amendment Request Required?	Yes	No	If yes, please attach copy of Budget Appropriation Transfer

Does this grant allow for supplanting? Yes No Purchases are made based on patron submitted suggestions for materials not in the collection.

Does this grant allow for program income? Yes No

Will this require an advance of grant dollars? Yes No State Library will provide 90% of funding upon award of the grant at the start of the program and the final 10% at end (see Section 17 on page 5 of 6 of the Guidelines)

OTHER COMMENTS (note any significant or unusual compliance requirements)

Use reverse side if necessary to provide additional information

Prepared By: Michael Perry

Date: _____

****Please attach a copy of the grant guidelines and all supporting documents that relate to the program cost summary section.



23/24 Zip Books Application

1. Organization Name (choose library jurisdiction name from drop down box):
Siskiyou County Free Library
2. Organization Name, Official
Siskiyou County Free Library
3. Authorized Official of the Applicant Organization First Name: **Michael**
4. Authorized Official of the Applicant Organization Last Name: **Perry**
5. Authorized Official's Title: **County Librarian**
6. Authorized Official's E-Mail Address: mperry@co.siskiyou.ca.us
7. Organization Street Address: **719 4th Street**
8. Organization City: **Yreka**
9. Organization State: **CA**
10. Organization Zip Code: **96097**
11. Authorized Official's E-Mail Address: mperry@co.siskiyou.ca.us
12. Which Counties Will You Provide Zip Books Services For? **Siskiyou County**
13. Name of Zip Books Project Coordinator: **Teresa Johnson**
14. Project Coordinator Job Title: **Library Technician**
15. Project Coordinator Email Address: tjohnson@co.siskiyou.ca.us
16. Project Coordinator Phone Number: **530-842-8803**
17. Please describe why your library is interested in being a part of the Zip Books program and how Zip Books fit into your library's services (max 150 words).

The Zip Books program has been a wonderfully patron-driven service because *they* identify the gaps in the collection in subjects *they* are interested in - titles that are more likely to be of interest to other Siskiyou County patrons. The Zip Book program is an extensive of our collection development efforts to incorporate as many locally purchased and donated material into our catalog.

Our program is exceptionally popular with our patrons. In the first 5 months of our current grant year, over 250 distinct patrons have requested over 500 items. About a quarter of the requests this year have been Children's materials and the program overall has become a valuable and popular service. We see a wide range of library material get added to our collection that would otherwise not be available to our patrons.

18. Participating libraries need to develop internal documents and processes for their program. Please describe your proposed Zip Books process and include a draft timeline for implementing your program (max 150 words). *

We have an online form that patrons can use to submit requests. The form is accessible on our website, or through a link in our catalog should a patron's search turn up no results. We also accept requests over the phone, or submitted by branch staff/volunteers on behalf of a patron.

For FY 23/24, we have an Excel spreadsheet that tracks the patron's name, requested title, category, whether it meets the Zip Book criteria, item's price, order date, returned date and whether it was eventually cataloged. This internal process is ready to begin immediately, if Siskiyou County is awarded Zip Book funds. In addition to this, we create a fast MARC record with a placeholder barcode so staff and patrons can track the Zip Book order. This has minimized lost returns and given patron more feedback for when their Zip Book request has been ordered.

19. Please describe how you will ensure that as many Zip Books as possible are added to your library's collection once returned by patrons (max 150 words). *

Our staff catalog most material that is requested (under the belief that if one patron has requested, there is likely another person who would like it). During the current grant period, we have cataloged 95% of the items requested. Those that we have not added have almost always been due to two reasons: (1) the physical condition of the book is poor and not suitable for the shelf; (2) there are no MARC records available to easily catalog the material or (3) a highly specifically regional title that is not likely to be requested by other local patrons.

20. How much money are you requesting for FY 2023/24? Libraries may request up to \$35,000: **\$25,000**

21. Do you currently have a Zip Books program at your library? * **Yes**

22. Are there any changes you would like to see to the Zip Books program in Fiscal Year 2023/24 (optional)?

It would be good if the funding could spill over into the next fiscal year during the next cycle's evaluation and award period. I can appreciate that this year's application is earlier than last year's, and that the State Library intends to get the funds out earlier than ever before, there has been a period where we close the program while waiting for funding letters. This on & off feature turns away many prospective first-time users (since a vast majority of our submissions are single requests) because they submit to the program at the moment they are searching for a resource. Having to wait a month or more until the program is re-activated, loses that opportunity to fulfill the patron's request.

23/24 Zip Books Budget

Please download the Zip Books Budget Form from the Zip Books webpage, complete it, upload it in the relevant field below, and enter state grant request subtotals for each budget category below. If you have any questions or need assistance, please email zipbooks@library.ca.gov.

Completed Grant Award Budget Form: **\$25,000**

Supplies Amount Requested * (for cost of books): **\$24,821**

Services Amount Requested * (for cost of Amazon Prime fee): **\$179**

23/24 Zip Books Signature and Certification

Name of Authorized Representative First Name: **Michael**

Name of Authorized Representative Last Name: **Perry**

Title of Authorized Representative: **County Librarian**

Email of Authorized Representative: mperry@co.siskiyou.ca.us

Upload Certification and Signature Page *

Zip Books 2023/24 Budget Worksheet and Justification

See instructions on second tab.

Budget Category: Salaries/ Wages/ Benefits	State Funding	Cash Match & In-Kind	Total	Justification
Siskiyou County Staff Time	\$ -	\$10,500	\$10,500	Staff time estimate for Zip Book for Aug 2023 - June 2024
			\$0	(0.15 FTE average over the 11 months, wages + benefits)
			\$0	
			\$0	
Subtotal		\$10,500	\$10,500	

Budget Category: Supplies/Materials	State Funding	Cash Match & In-Kind	Total
Zip Book Grant Request	\$24,821	\$0	\$24,821
			\$0
Subtotal	\$24,821	\$0	\$24,821

Budget Category: Services	State Funding	Cash Match & In-Kind	Total
Amazon Business Prime Account	\$179		\$179
			\$0
Subtotal	\$179		\$179

Direct Costs Total	\$25,000	\$10,500	\$35,500
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Indirect Costs

Base Amount from which Indirect Costs Should be Calculated

Indirect Cost Rate (%)

Select one:

- No indirect costs
- Standard California State Library indirect cost rate (10%)
- Indirect proposed cost rate*

* please attach supporting documentation



Grand Total	\$25,000	\$10,500	\$35,500
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Zip Books 2023/24 Guidelines

Please review the following Zip Books Program Guidelines prior to completing the application. Your application will be reviewed by the California State Library. Please send questions regarding the application to zipbooks@library.ca.gov. Zip Books is supported with California Library Services Act funds.

About the Zip Books Program

The Zip Books program is an alternative model for interlibrary loan (ILL) service that bridges the gap between a library's regular collection development practice and a home delivery service. It is based on a project called "Zip Books—Digital Library of Northern California," conducted by the Butte, Shasta, and Humboldt County Libraries under a FY 2011/12 LSTA grant from the California State Library.

The purpose of the Zip Books program is to provide patrons with speedy access to materials they might not otherwise be able to get through the library, without the long wait times often associated with ILL requests. It also adds a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to the needs of the local community.

Under the Zip Books program, patrons request books that the library does not own. The library then orders the book from Amazon, and the book is shipped directly to the patron's home. When the patron is finished with the book, the book is returned to the library and added to the collection.

Participant Library Expectations

Participating libraries are expected to:

- Support the program goals and adhere to the project's policies, procedures, and guidelines as established by the California State Library.
- Provide statistics to the California State Library throughout the grant period.
- Complete and submit any requested documents to the California State Library.

- Regularly monitor program spending to expend grant funds fully. Libraries are asked to only request funds that they will be able to expend in full before June 30, 2024.
- Maintain records and documents according to the library's own auditing requirements (receipts do not need to be submitted but should be available for review if needed).

Timeline:

- Application Opens: April 4, 2023
- Deadline to Apply: May 11, 2023, at 12:00 noon
- Application Review Period: May – June 2023
- Award Notification: July 2023
- Grant Program Period: July 1, 2023 – June 30, 2024

Eligibility and Funding Priority

- All California public libraries are eligible to apply.
- If the total amount of requests from eligible libraries exceeds available funding, final awards will be determined using the requested amount, previous Zip Books expenditures, and Library Income Per Capita (LIPC) levels. For a full list of LIPC levels, please see the [California Public Library Statistics](#) page.

Grant Amount

All California public libraries can apply for up to \$35,000. Libraries should consider past program expenditures and apply for funds they can expend within the grant period. We are unable to confirm exact funding amounts until all requests have been received.

Match Requirements: There are no match requirements for Zip Books, though it is expected that libraries provide staff time to run the program.

Reporting Requirements

Participating libraries will be required to submit two sets of reports to the California State Library. Reporting forms will be provided. Reporting periods and due dates are as follows:

- July 1, 2023 – December 31, 2023: mid-project reports due January 31, 2024
- January 1, 2024 – June 30, 2024: final reports due July 31, 2024

The elements of the reports will include:

- Number of unique patrons served
- Number of requests
- Number of books added to library collection

- Number of requests not fulfilled
- Number of books not returned by patrons to the library
- Estimated total staff time spent working on Zip Books program (for final expenditure detail report)

Zip Books Program Guidelines and Frequently Asked Questions

1. Can we order from vendors other than Amazon?

Zip Books program participants should use Amazon. Those libraries who are unable to use Amazon should contact zipbooks@library.ca.gov before submitting an application.

2. Can we have the materials delivered to our library for cataloging/inventory first?

One of the best things about this model is the speed with which patrons receive service over traditional ILL. Having the materials delivered to your library for cataloging first would take the “zip” out of Zip Books. Libraries should have items delivered directly to requesting patrons at the point of ordering. Libraries should catalog the book when it is returned to the library.

3. Do all Zip Books items need to be added to the library’s collection??

As many items as possible should be added to the library’s collection. Participating libraries are expected to track the number of books that are added to the collection throughout the year and report this information to California State Library.

4. What should we do with Zip Books items not selected for inclusion into our library catalog?

While we hope that a large percentage of Zip Books requests later become a part of a library’s collection, sometimes the materials are returned in poor condition, or it turns out the title is not an appropriate match for your collection. To help save on labor and shipping costs, libraries are encouraged to share Zip Books discards with other participating libraries within their consortium instead of making them available to all libraries, allowing you to take advantage of your local shipping resources. Items deemed too damaged for inclusion into a library collection, such as water-damaged books, do not need to be offered to other libraries and can instead be donated/discarded according at the discretion of your staff.

5. How will we handle the issue of tracking purchases and items?

Participating libraries will be expected to develop and implement their own procedures. Libraries with established Zip Books programs are expected to share their tracking

procedures to help others develop their programs. Toolkits on best practices can be available for reference.

6. Will there be any restrictions imposed on the type of materials that we can order through this service?

The materials that can be ordered through this service are limited to **books** in tangible formats: print, large-print, and audiobooks. Textbooks and study guides are an allowable purchase if appropriate for your library collection and general enough in nature to appeal to a broad audience. Items accessible through a shared system, but that are not owned by your individual library jurisdiction, can still be purchased using Zip Books funds.

eBooks and DVDs are not eligible at this time. Zip Books is to be used only for items specifically requested by patrons that your library does not already own or whose status is listed as lost in your system. Items that your library currently owns, yet for which there is a patron wait list, are not eligible.

7. Are we allowed to purchase bestsellers?

The purpose of the Zip Books program is to allow patrons to request materials not already in the library collection. Libraries should not use Zip Books funds to purchase materials that would be added as part of their regular collection development practices.

8. Are we restricted to certain categories?

This is a decision for individual libraries.

9. Is there a limit on the number of items a patron can request each month?

This is a decision for individual libraries.

10. How many items can a patron have at any given time?

This is a decision for individual libraries.

11. Can we purchase used books?

This is a decision for individual libraries, though keep in mind that books purchased through the Zip Books program should be strongly considered for inclusion in your permanent library collection once returned by the patron.

12. Can we order Prime and non-Prime materials?

This is a decision for individual libraries.

13. Can staff request Zip Books as a patron?

This is a decision for individual libraries.

14. Is there an expenditure cap for each Zip Books item?

This is a decision for individual libraries, though keep in mind books purchased through the Zip Books program should not already be owned by your library and should be strongly considered for inclusion in your permanent library collection once returned by the patron.

15. How will Amazon invoices be paid?

Your library will pay Amazon directly. The grant funds are for Zip Books purchases and Amazon subscription fee. While invoices will not be submitted to the State Library for payment, the State Library may request to see them, and your library should retain the invoices for recordkeeping.

16. Can Zip Books funds be allocated for other staff time, travel, or other budget categories?

No. The grant funds are for Zip Books purchases (books in tangible formats or Amazon Prime subscription fee) made during the grant period. For the reports to the State Library, staff time should be tracked by participating libraries and reported as in-kind contribution.

17. How will Zip Books grant funds be distributed?

If awarded a Zip Books grant, the State Library will issue a check to the applicant organization for 90 percent of award funds. 10 percent will be sent at the end of the grant period upon approval of final reports.

18. How long after being awarded funds will we receive our check?

After reviewing the application and upon State Library approval, an award letter will be issued and sent via DocuSign. Please understand that it can take from eight to ten weeks after a completed claim form with no errors has been received before grant funds are delivered. If you have not received your payment after ten weeks, please contact your grant monitor. Zip Books purchases made during the grant period can be reimbursed through grant funds, and grantees should plan to start and continue the project as needed before grant funds arrive.

19. How do I get Zip Books marketing materials? Are we allowed to create our own?

The California State Library has a Zip Books logo that libraries can use in their program marketing. Libraries are welcome to create their own additional marketing materials to fit their specific needs. Please visit the [Manage Your Grants](#) webpage to download the logo, or email zipbooks@library.ca.gov for a copy.

20. How do I join or remove myself from the Zip Books listserv?

The State Library's listserv is a useful tool for Zip Books libraries to post questions to other participating libraries, as well as share discard lists of Zip Books not chosen for addition into a library collection. To join the Zip Books listserv, email zipbooks@library.ca.gov.

21. What should I do if there is something wrong with my Amazon account?

The first thing you should do is check with Amazon Customer Service to see if they can assist with the problem or provide additional information on what could be wrong. Amazon account assistance can be found at [Amazon Business Help - Amazon Customer Service](#).