



County of Siskiyou

Notice of Intent (NOI)

Department:	County Library
Project Manager/Contact No.	N/A
Department Director/Contact No.	Teresa Johnson / 842-8803
Project Name:	Zip Books for the County Library
Amount of Grant:	\$25,000
Last Updated:	May 10, 2024

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 requested for purchase by patrons so long as those titles are not recent releases (at least six months old). Suggestions are purchased on Amazon, delivered to the patron's 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 over six months ago, 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: Teresa Johnson
Project Manager

Approved by: Teresa Johnson
Department Director

Sherry Lawson
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)	
Zip Books Program		N/A	
General Description of Grant Work scope			
The State Library is supporting the purchase of physical materials through Amazon based on patron-driven requests. Patrons can request physical books, large print books, and audiobooks through the program.			
Requested items are delivered directly to the patron, and when finished, returned to the library to be added to the collection.			
Granting Agency <input type="checkbox"/> FED <input checked="" type="checkbox"/> STATE <input type="checkbox"/> OTHER		Agency Contact	Phone No.
California State Library		Monica Rivas	916-397-1024
Responsible Department		Department Contact	Extension No.
Siskiyou County Library		Teresa Johnson	530-842-8803
Board Approval Date	Application Date	Award Date	Est'd Completion Date
	May 10, 2024	July 2024	June 30, 2025

GRANT COST AND REVENUE SUMMARY

Program Cost Summary	Total	Grant Portion
Revenue (Please display with brackets <>)	<25,000.00>	<25,000.00>
Soft/hard cash match or In kind (<>)		
Staffing		
Contract Services		
Supplies & Other Operating Expenditures	25,000.00	25,000.00
Capital Outlay		
Indirect Cost@ % of Direct Costs		
TOTAL GRANT COSTS AND REVENUES	\$ 0.00	\$ 0.00
How Was Grant Portion Determined?		
Library's portion of the grant funds was based on previous annual awards and the number of requests we have processed in previous years.		

Budget Amendment Request Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please attach copy of Budget Appropriation Transfer
If awarded in July, we will incorporate the award in the Adopted Budget in September 2024.

Does this grant allow for supplanting? Yes No
Does this grant allow for program income? Yes No
Will this require an advance of grant dollars? Yes No

OTHER COMMENTS (note any significant or unusual compliance requirements)

Purchases are made based on patron submitted suggestions for materials not in the collection.
The State Library will provide 90% of funding upon award of the grant at the start of the program and the final 10% at the end (see Section 16 of the guidelines).

Use reverse side if necessary to provide additional information

Prepared By: Teresa Johnson

Date: 5/10/24

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

24-25 Zip Books Application

ORGANIZATION INFORMATION

AUTHORIZED REPRESENTATIVE INFORMATION

Head of organization with legal authority to enter into an agreement and authorized to receive and expend funds.

Authorized Representative Prefix

Ms.

Authorized Representative First and Last Name

Teresa Johnson

Authorized Representative Title

County Librarian

Authorized Representative Business Phone Number

Please use the format 123-456-7890.

530-842-8807

Authorized Representative Email Address

tjohnson@co.siskiyou.ca.us

Authorized Representative Street Address

719 4th St.

Authorized Representative City

Yreka

Authorized Representative State

US-CA

Authorized Representative Zip Code

Must be entered in nine-digit zip code

96097-3302

PROJECT COORDINATOR INFORMATION

The Project Coordinator is the person who would manage the day-to-day activities of the proposed project, and who would serve as the primary point of contact with the State Library.

Project Coordinator Prefix

Ms.

Project Coordinator First and Last Name

Deb Perdue

Project Coordinator Title

Library Technician

Project Coordinator Email Address

dperdue@co.siskiyou.c.us

Project Coordinator Business Phone Number

Please use the format 123-456-7890.

530-842-8807

FISCAL REPRESENTATIVE INFORMATION (Optional)

If your agency requires a fiscal or legal representative to review your grant award documentation before signing, please enter that person's contact information here. This information will be used during the DocuSign process. It is optional.

Fiscal Representative Prefix (Optional)

Fiscal Representative Name (Optional)

Fiscal Representative Title (Optional)

Fiscal Representative Email Address (Optional)

Fiscal Representative Business Phone Number (Optional)

Please use the format 123-456-7890.

EIN

Enter your organization's Federal Employer Identification Number (EIN).

946000537

PROJECT INFORMATION

PROJECT TITLE

The name of the project

ZipBook Program

Zip Books Goals

Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

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Primary Audience(s) for Project

Adults, Families, Library Staff, Volunteers and/or Trustees, Low Income, People with Disabilities, People with Limited Functional Literacy, Pre-School Children, Rural Populations, School Age Children, Senior Citizens, Unemployed, Young Adults and Teens

PROJECT DESCRIPTION

Project Description. Describe What you will do; How you will do it; What you aim to achieve; Why; and, For whom. Also describe how the activities will achieve your desired outcomes and goal. Organize your text in a readable format. Use subheadings as needed.

Project Description Response

Describe your project; planned activities, needs and aspirations your project responds to and how it contributes to resource-sharing and access to information, services, and opportunity with an emphasis on community strengths and challenges.

The Zip Book Program is patron-driven; patrons request items we don't have in our current collection. Because we fast catalog our Zip Books, patrons can place holds on the items even though they are still out to the original requestor. Word of mouth and support of our libraries' staffs, the Program is very popular. We are a very rural county, but anyone with internet can access our Website to order a book or audiobook. Anyone with a phone can call the staff and get help placing an order.

AGENCY INFORMATION

Agency Information

Agency Information Response

Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 150)

The Zip Book Program aligns with our Library's goal of getting what our patrons request to them in a timely manner; there is normally only a few days' turn around from the time a patron orders their request and when they receive it in the mail. This is great for patrons who live in remote areas and don't come into town to a library very often.

Our Library system concentrates on purchasing newer materials, missing titles in existing series, and classics that need to be replaced. The Zip Book Program fills the hole of titles patrons want but are too old for us to purchase.

We stand behind our First Amendment rights, the right of freedom of speech, education and freedom of information. The program helps support our rights which is important for the maintenance of our society.

MULTI-YEAR PROJECT IMPACT TO DATE

Multi-Year Project: Impact to Date

Multi-Year Project: Impact to Date Response

If this program has been funded by the state in the past, describe the project's current status, any results, lessons learned, and impact to date. (Word limit: 300) If this is a new project, enter "N/A."

Currently, our Zip Book funds were exhausted on May 6th. The program has been as popular as it has been in the past. Out of the 1287 requests we had this current grant year, only 76 (5.9%) didn't meet the criteria. Some requests were for titles we already had, some were for a second Zip request when they hadn't returned the current Zip Book, some were from patrons who may not be aware of the return procedures and the books were thought to be donations. In this case, the books are still on their library account and normally they call and we let them know we will take the book off their account, but next time, please place a note sticking out of the book designating it as a Zipbook and hand it to a library stall person.

COMMUNITY NEEDS, ASPIRATIONS, AND ASSETS

Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and how your project will respond to your stated community needs and aspirations. (Word limit: 300)

Community Needs, Aspirations, and Assets Response

Include the needs, aspirations, and assets of the underserved community(ies), and information about how and why this community(ies) is underserved, the barriers they face in accessing library services, and how the project will help eliminate those barriers.

Our county is very large with a relatively small population. We have a main library in Yreka, and 11 branches throughout the County. Most of our libraries are small libraries in very small communities. Since our county is so rural, many people live outside the town or city limits. For some, it is very hard to even get to town very often. The Zip Book Program helps this underserved population by being able to mail what they want to read directly to their home or PO Box. The books are "Checked out" on their library accounts on the day they are ordered for the patron. They are checked out for 3 weeks, with a 3 week automatic renewal if there are no holds on it. They are welcome to call us and we can arrange more time if necessary.

COMMUNITY ENGAGEMENT

Describe how you will engage underserved members of your community(ies) with your Zip Books Project.

Community Engagement Response

In your response, please provide information on which communities you have identified as underserved and why, and your strategies on connecting them to the Zip Books Project. Use data to back up your response.

Happy Camp is one of our remote communities. The Happy Camp Library is only open one day a week for 6 hours. The Library Manager and her helper volunteer to keep the doors open. The Zip Book Program is very popular there. This grant year there have been 12 individuals who have ordered a total of 93 books and audiobooks. The Library Manager lets all her patrons know about the program and helps order for those who are unable to order for themselves. They enjoy the books they ordered then return them on a Wednesday. The Library manager and her helper place a note in the patron's library account when the Zip Book is returned, so the patron can place another Zip book order right then (as some patrons need to use the library's public computer to place the next order).

Word of mouth and the helpful library staff at all the branches promote the Zip Book Program by suggesting the program if the patrons they are helping are unable to find exactly what the patron is looking for. The staff refers to the program as the People's Choice Program. They tell us that patrons are shocked and thrilled when they first hear of the program.

PROJECT INTENT

Project Intent

Project Intent

The intent for this project is to: "Improve user's ability to obtain and/or use information resources."

Improve users' ability to obtain and/or use information resources

ANTICIPATED PROJECT OUTPUTS

List your anticipated project outputs.

Anticipated Project Outputs Response

Describe the anticipated outputs for your project, including estimated number of: patrons served; items ordered and added to the collection. Numbers can be based on statistics from previous years. New programs please estimate to the best of your ability.

We anticipate an estimated number of patrons served as 500 (we served 487 patrons this year), items ordered as 1250 (we ordered 1211 this year), and items cataloged at 1100 (we have cataloged 999 so far this year with 108 still out to our patrons).

EVALUATION PLANS

Describe local plans for evaluating the impact of your project (Word limit: 300)

Evaluation Plans Response

We plan to evaluate the amount of Zip Books we purchased this fiscal year by types of books (adult fiction, adult non-fiction, large print, juvenile fiction, juvenile non-fiction, young adult fiction, and young adult fiction), evaluate the diversity of the Zip Book collection and how it contributes to our community. We will also compare the average price of the Zip Books to the average price paid to our book vendor.

SUSTAINABILITY

Should this project be successful, how will it be supported and sustained in the future? (Word limit: 150)

Sustainability Response

The Zip Book Program has been successful every year since we started in 2018. As long as the program continues, we will support in making sure the requests get fulfilled and the items are cataloged upon their return. If the program were to stop, we wouldn't be able to sustain it with the funding ourselves. Our county budget is under scrutiny for the coming year, and we just made a 5% cut to our library budget to help out.

Zip Books 2024/25 Budget Worksheet and Justification

See instructions on second tab.

Budget Category: Salaries/ Wages/ Benefits	State Funding	Cash Match & In-Kind Total	Justification
Siskiyou County Library staff time Click or tap here to enter text.	\$10,500	\$10,500	Staff time estimate for Zip Book for Aug 2024-June 2025
Click or tap here to enter text.	\$0	\$0	(0.15 FTE average over the 11 months, wages + benefits)
Click or tap here to enter text.	\$0	\$0	
Click or tap here to enter text.	\$0	\$0	
Subtotal	\$10,500	\$10,500	

Budget Category: Supplies/Materials	State Funding	Cash Match & In-Kind Total
Zip Book Grant Request Click or tap here to enter text.	\$24,821	\$0
Click or tap here to enter text.	\$0	\$0
Subtotal	\$24,821	\$0

Budget Category: Services	State Funding	Cash Match & In-Kind Total
Amazon Business Prime Account Click or tap here to enter text.	\$179	\$0
Click or tap here to enter text.	\$0	\$0
Subtotal	\$179	\$0

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 Program Guidelines

2024-2025

Please review the 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.

Participant Library Expectations

Participating libraries are expected to:

- Support the program goals and adhere to the program’s policies, procedures, and guidelines as established by the California State Library.
- Provide statistics in the narrative reports and upon request by the State Library.
- Complete and submit any requested documents to the California State Library.
- Regularly monitor project spending to fully expend grant funds. Libraries should only request funds that they will be able to expend fully before June 30, 2025.
- 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 May 9, 2024
- Deadline to apply: June 12, 2024 at 12:00pm, noon PST
- Application review period: June-July, 2024
- Funds awarded: July-August 2024
- Grant program period: July 1, 2024 – June 30, 2025

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 following information: amount requested by the applicant, 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

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 Requirement: The Zip Books program does not have a match requirement, though it is expected that libraries provide staff time to run the program.

Reporting Requirements

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

Reporting Deadline	Reporting Period
January 31, 2025	July 1, 2024-December 31, 2024
April 30, 2025 (financial report only)	January 1, 2025-March 31, 2025
July 31, 2025 (final reports)	Full project period

The elements of the reports will include:

- Number of unique patrons served
- Number of requests
- Number of books added to the 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)

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 and funded with an LSTA grant from the California State Library during the 2011-2012 fiscal year.

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.

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.

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 the 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 are 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 at the discretion of your staff.

5. 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.

6. 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.

7. Are we restricted to certain categories?

This is a decision for individual libraries.

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

This is a decision for individual libraries.

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

This is a decision for individual libraries.

10. 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.

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

This is a decision for individual libraries.

12. Can staff request Zip Books as a patron?

This is a decision for individual libraries.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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 and error-free claim form 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.

18. 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. The State Library strongly encourages libraries to promote the service, especially among marginalized and underserved communities and those communities most in need of the service.

19. 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.

20. 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](#).