



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 6, 2022**

**FROM: LIBRARY DEPARTMENT      WARDS: ALL**

**SUBJECT: GRANT AWARD FROM THE CALIFORNIA STATE LIBRARY FOR ZIP BOOKS PROJECT IN THE AMOUNT OF \$24,628 - SUPPLEMENTAL APPROPRIATION**

## **ISSUES:**

Accept a grant award from the California State Library for the Zip Books Project, an alternative to traditional interlibrary loan services, in the amount of \$24,628 for the Library to purchase materials and authorize a supplemental appropriation in the same amount.

## **RECOMMENDATIONS:**

That the City Council:

1. Accept a grant award from the California State Library for Zip Books Project in the amount of \$24,628 for the purchase of Library materials;
2. With at least five affirmative votes, and upon receipt of the grant award, authorize the Chief Financial Officer, or designee, to record an increase in revenue and a supplemental appropriation in the amount of \$24,628, or in the amount of the grant award, in the Grants and Restricted Programs Fund, Zip Books Grant 22 Project accounts; and
3. Authorize the Library Director, or designee, to execute any and all grant documents with California State Library, including making minor and non-substantive changes.

## **BACKGROUND:**

The Riverside Public Library actively pursues grant funding as an alternative funding source and/or supplement to City funds to enable the purchase of library materials to enhance its collection for use by the public. Grants offer valuable, unique opportunities for local jurisdictions to compete for funding sources available through, State, Federal, or other agencies to assist in covering the costs of select projects.

Zip Books is an alternative model to traditional interlibrary loan that has been tested in 30 California public libraries over the past five years. Through the Project, the State Library provides funds to participating libraries to order requested materials the library does not already own. Materials are shipped directly to the patrons. When patrons are finished with the materials, they return them to the lending library.

## **DISCUSSION:**

On October 3, 2022, the Riverside Public Library was awarded the Zip Books Grant project for a total of \$24,628 in (Attachment 1). The Project term is July 1, 2022 through June 30, 2023.

Zip Books will be offered to the Riverside Public Library customers as an alternative to the interlibrary loan program. There are a number of items that lending libraries are unwilling to loan via interlibrary loan, including materials published within the last year, reference materials, newspapers in original format, rare materials, large print books, DVDs, and audiobooks. Zip Books allow customers to request and receive some of these difficult to acquire items including materials published within the last year, large print books, and audiobooks.

To use Zip Books, Library customers will place a request for a title the Library does not own. Library staff will order books available in a tangible format such as regular print, large print or audiobook and have it directly delivered to the customer's home. Once the customer receives the item, the customer will have three weeks to use the materials and return it to the Library.

The Library will regularly monitor Zip Books purchases, to stay within its allocated funds for the project year and follow purchasing policies, procedures, and guidelines.

Reporting guidelines: Zip Books participants are required to provide mid-project financial and narrative reports on April 30, 2023 and final financial and narrative report by July 31, 2023.

Payments: Grant payments will be made based on the payment schedule and ten percent will be withheld and paid at the end of the grant term when all reports and conditions stipulated have been satisfactorily completed (Attachment 2).

In accordance with the City Grant Administration Policy 01.006.00, the Department Director evaluated the award to determine the benefit to the customers of the City's Library, long and short-term financial implications, feasibility and compatibility with existing City priorities/goals and services and determined the community and City would benefit with accepting this grant.

## **STRATEGIC PLAN ALIGNMENT:**

The item presented in this report contributes to Strategic Priority No. 1 *Arts, Culture & Recreation* and Goal No. 1.1 - Strengthen Riverside's portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The Zip Books Project builds Community Trust by minimizing the expenditure of City funds through partnership with the California State Library and involving the members of the community to encourage or enhance communication.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of Library services and resources to every member of the community through Zip Books.
3. **Fiscal Responsibility** – The California State Library Grant provides community benefit with no financial obligations to the City highlighting responsible management of budget

resources.

4. **Innovation** - This item aligns with Innovation by expanding accessibility of resources to the community.
5. **Sustainability & Resiliency** – The California State Library Grant ensures a sustainable resource for the City by assisting the Library through expanding fund development, library assets, and providing a digital resource for residents to secure library materials.

**FISCAL IMPACT:**

The total fiscal impact of this action is \$24,628. Upon City Council approval and grant award, record an increase in revenue and an appropriation in the amount of \$24,628, or in the amount of the grant award, in the Grants and Restricted Programs Fund, Zip Books Grant 22 Project revenue account 9347200-334100 and expenditure account 9347200-440210. No city match of funds are required.

Prepared by: Erin Christmas, Library Director  
Certified as to  
availability of funds: Edward Enriquez, Interim Assistant City Manager Chief Financial Officer /  
City Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachment:

1. Award Letter
2. Agreement and Certificate of Compliance