



City of Arts & Innovation

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: APRIL 7, 2026**

**FROM: LIBRARY DEPARTMENT      WARDS: ALL**

**SUBJECT: GRANT AWARD FROM THE CALIFORNIA STATE LIBRARY FOR ZIP BOOKS PROJECT IN THE AMOUNT OF \$14,760 - 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 \$14,760 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 \$14,760 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 \$14,760, or in the amount of the grant award, in the Grants and Restricted Programs Fund, Zip Books Grant Project revenue and expenditure accounts; and
3. Authorize the City Manager, 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 August 15, 2025, the Riverside Public Library was awarded the Zip Books Grant project for a total of \$14,760 in (Attachment 1). The Project term is July 1, 2025, through August 31, 2026.

Zip Books will be offered to the Riverside Public Library customers as an alternative to the interlibrary loan program. There are several 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 grant guidelines.

Reporting guidelines: Zip Books participants are required to provide mid-project financial and narrative reports on January 31, 2026, and final financial and narrative report by September 30, 2026. Payment will be provided by the California State Library upon execution of the agreement and forms (Attachments 2-4).

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.

**FISCAL IMPACT:**

The total fiscal impact of this action is an increase in revenues and expenditures of \$14,760. Upon City Council approval and grant award, record an increase in revenue and an appropriation in the amount of \$14,760, or in the amount of the grant award, in the Grants and Restricted Programs Fund, Zip Books Grant Project revenue account 9355600-334100 and expenditure account 9355600-440210. No city match of funds is required.

Prepared by: Jorge Rocha, Principal Management Analyst  
Approved by: Erin Christmas, Library Director  
Certified as to  
availability of funds: Julie Nemes, Interim Finance Director  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Rebecca McKee-Reibold, Interim City Attorney

Attachment:

1. Award Letter
2. Agreement