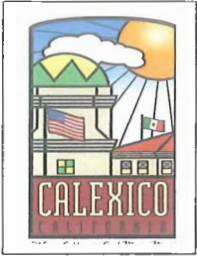


**AGENDA  
ITEM**

**11**



# AGENDA STAFF REPORT

**DATE:** January 19, 2022

**TO:** Mayor and City Council

**APPROVED BY:** Miguel Figueroa, City Manager *MV*

**PREPARED BY:** Lizeth Legaspi, Library Manager *le*

**SUBJECT:** Acceptance of the Zip Books Grant Project FY 2021-22

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**Recommendation:**

Accept the FY 2021-22 Zip Books Grant project awarded to Camarena Memorial Library in the amount of \$9,000.

**Background:**

The purpose of the Zip Books program is to provide library patrons with quick access to books and audiobooks that are not available through the library, without having to wait for a book to be borrowed from another institution through the regular interlibrary loan process. This program develops a patron-driven collection approach resulting in a collection more closely matched to the needs of the local community.

This project is supported in whole or in part by funding provided by the State of California, administered by the California State Library.

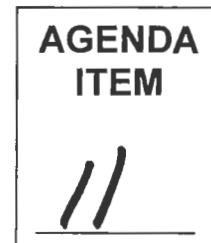
Camarena Memorial Library has been a recipient of the Zip Books award program for the past 7 years.

**Discussion & Analysis:**

The Zip Books program is an alternative model for interlibrary loan service that bridges the gaps between a library’s patron request service, a normal acquisitions process, and an outreach/home delivery service. Under the Zip Books program, library patrons request books and/or audiobooks that the library does not own. The library then orders the book or audiobook from Amazon, and the material 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.

**Fiscal Impact:**

\$ 9,000 – Library Grants.



**Coordinated With:**

Finance Department

**Attachment:**

1. Award Letter



November 23, 2021

Lizeth Legaspi  
Camarena Memorial Library  
850 Encinas Ave.  
Calexico, CA 92231

Dear Ms. Lizeth Legaspi:

We are pleased to approve the grant application for the Zip Books Grant project for a total of \$9000 in California Library Services Act funds.

Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents. For more information, please refer to the Zip Book Guidelines located on the [State Library website](#).

Upon receipt of a completed claim form that is free of errors or inaccurate information, the State Library processes it for routing to the Office of the State Controller which ultimately issues the check. The total time for the claim form to be processed, routed, payment issued, and mailed can be up to eight weeks, but is often a shorter timeframe. If you still have not received payment after eight weeks, please contact your grant monitor.


The Grant Monitor assigned to your project is Monica Rivas. She is available to assist you throughout the year and she can be reached via email at [monica.rivas@library.ca.gov](mailto:monica.rivas@library.ca.gov).

Please stay in touch with your Grant Monitor throughout the award period. Read the enclosed award packet thoroughly and contact your Grant Monitor if you have any questions.

Best wishes for a successful project.

Respectfully yours,

DocuSigned by:

  
E1DA609B1C41C416...  
Greg Lucas

California State Librarian

Cc: Monica Rivas, [monica.rivas@library.ca.gov](mailto:monica.rivas@library.ca.gov)  
Lena Pham, [lana.pham@library.ca.gov](mailto:lana.pham@library.ca.gov)  
Lizeth Legaspi, [llegaspi@calexico.ca.gov](mailto:llegaspi@calexico.ca.gov)  
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**THE BASICS – YOUR GRANT AWARD**

The following provides all the basic information about your grant and managing your grant.

Award #:	ZIP21-10
Library/Organization:	Camarena Memorial Library
Project Title:	Zip Books
Award Amount:	\$9000

Start Date:	July 1, 2021
End Date:	June 30, 2022
Please understand that it can take from six to eight weeks before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.	

**REPORTING**

Zip Books participants are required to provide mid-project financial and narrative reports as outlined in the grant terms and conditions (April 30, 2022); final financial and narrative reports by July 31, 2022; and updates upon request. Reports will be submitted to your grant monitor, Monica Rivas, by email at [monica.rivas@library.ca.gov](mailto:monica.rivas@library.ca.gov).

**PAYMENTS**

Please note this clarification regarding payments. Grant payments will be made based on the payment schedule laid out in the Grant Term and Award Documentation. Ten percent (10%) of the full grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant terms and conditions.

**CONTACT**

We want your project to be successful. Please work with the grant monitor and project consultant in implementing your project:

Grant Monitor:	Monica Rivas
Monitor Phone Number:	(916) 603-7159
Monitor Email Address:	<a href="mailto:Monica.rivas@library.ca.gov">Monica.rivas@library.ca.gov</a>
Project Consultant	Lena Pham
Consultant Email Address	<a href="mailto:Lena.pham@library.ca.gov">Lena.pham@library.ca.gov</a>