

# 24-25 Application (ZIP BOOKS)

## PROJECT INFORMATION

PROJECT TITLE \*

MENDOCINO COUNTY ZIP BOOKS FY 24/25

Zip Books Goals \*

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

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

Primary Audience(s) for Project \*

Adults

Families

Immigrants/Refugees

Library Staff, Volunteers and/or Trustees

Low Income

Non/Limited English Speaking

People with Disabilities

People with Limited Functional Literacy

Rural Populations

School Age Children

Senior Citizens

Unemployed

Young Adults and Teens

Other

## *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 \*

Word Count: **225 / 300**

As the mission of the Mendocino County Library states, we wish to "enrich lives through free and equitable access to materials." Furthermore, "our vision is an informed, connected, inclusive, and creative community where opportunities for discovery are valued." One of the challenges our county library faces is accessibility for those living in remote places of our county who are not close to their local library. Additionally, our Library system has limited funds for our collection of 157,290 items. Zip Books provides us with the opportunity to provide unique materials that promote access and encourage interaction with the community when they return Zip Books which may be added to help in diverse collection development. This opportunity provided by the Zip Books program also results in patrons being drawn into the library and potentially become more actively engaged with books and other library services that we offer.

We have provided Zip Books for several years and already have a successful system in place to offer this service. We offer Zip Books on our website with an online form, during outreach services, on our Bookmobile which offers services throughout our most remote locations in our rural county. By providing the Zip Books service we are providing the fastest possible service to provide reading materials to our remote patrons in comparison to the regular interlibrary loan or purchasing process.

## AGENCY INFORMATION

### Agency Information

#### Agency Information Response \*

Word Count: **146 / 150**

Mendocino County Library is situated in the mostly rural northern California area above San Francisco. We have six branches situated in some of the towns, and a Bookmobile which drives 22,000 miles each year to provide materials to remote county locations. The poverty level in the county is 16% according to CSL's PolicyMap, with a significant portion of residents not able to receive reliable internet and some who don't have access to transportation. Zip Books allows "free and equitable access" in the Library's mission to obtaining materials that will reach many people. The desired outcome and goals of the program matches our vision to have a more "informed, connected, inclusive and creative community" where those we serve have the "opportunity for discovery" by being able to read books that aren't in our collection, as well as Strategic Plan collection objective to "reflect the community where it's located."

## MULTI-YEAR PROJECT IMPACT TO DATE

### Multi-Year Project: Impact to Date

#### Multi-Year Project: Impact to Date Response \*

Word Count: **238 / 300**

The Zip Book Project is one of our most popular offerings, with many patrons asking when the program will be restarted after the end-of-year pause. Many patrons would like to be able to order more items. Feedback includes patrons saying they are very happy with the programs, that their items are delivered quickly, and the transactions spark conversations between patrons and staff. Please see the letter to the editor in the supplemental documents praising the Zip Books program and staff.

This year the focus has been on ordering and retention of Zip Book items that are more likely to add diversity to and enrich the collection in a way that benefits our community. We have learned to be more discriminating when ordering books such as avoiding items that are not sold by or shipped directly from Amazon. Books that are older or very obscure books are less likely to hold up well or circulate much. With the rare exception, we only order "new" items, and we do not order from third party sellers. There is a greater likelihood that new items will be in the condition promised and will arrive when they are expected. Additionally, there is far less difficulty when it comes to communication or refunds if anything goes wrong. And most importantly, we are more likely to add these Zip Book items that are more current and hopefully still in close-to-new condition when they are returned.

## 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 \*

Word Count: 145 / 300

Zip Books are a much-needed resource in our rural community, providing the option of having library materials sent directly to patrons, circumventing the need to "go to town" to get these materials. Mendocino County has 3,878 square miles of many remote and underserved communities where library access is limited and includes those who are less likely to have consistent or regular access to their local library materials, programs, and other services. In addition to poverty and lack of adequate broadband, the barriers include the shortage of public transportation, the cost of gas and vehicle maintenance to make a trip to the library, and the time to drive there which can take hours. By promoting Zip Books to these outlying areas through outreach events and Bookmobile services, it helps to bring in new library users by reducing the requirements needed to access library services.

## COMMUNITY ENGAGEMENT

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

Community Engagement Response \*

Mendocino County's indigenous residents are underrepresented members of our community, and we provide library outreach events and promote the Zip Books Project by providing fliers and discussing it with event attendees. Mendocino County has eleven reservations with at least six tribes represented. Zip Books are offered to gain access to hard-to-find diverse materials about the history, language, and literature written by and for native people. The Library also attends outreach events which are more likely to reach those who may not use library services such as farmworkers and low-income people who don't live near to or may be unfamiliar with the library. This fiscal year to date, the library has provided informational and activity booths and staff at 202 offsite events with 15,705 attendees to promote library services such as Zip Books and reach those communities which may be underserved.

## PROJECT INTENT

## Project Intent

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

# ANTICIPATED PROJECT OUTPUTS

List your anticipated project outputs.

## Anticipated Project Outputs Response \*

Based on previous years' Zip Books statistics and with the requested funding of \$14,000, we expect to serve 275 library patrons, with approximately 400 items added to the library's collection.

# EVALUATION PLANS

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

## Evaluation Plans Response \*

Upon receiving the Zip Books request form and notifying the patron, staff will provide the Zip Books survey and ask program participants to complete. The survey (attached in supporting documents) will be available to email back to us or to print and return with the Zip Book when it turned in at the branch. We will be able to see the results and chart how the impact of the program on our patrons.

# SUSTAINABILITY

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

## Sustainability Response \*

The Mendocino County Library is appreciative of the years of the Zip Books program and plans to support it next year and in future years by providing the staff time and resources it requires. With our current budget figures, the only way we could provide funding for the Zip Books purchases is to cut our collection budget. We hope the State funding continues or we will consider pursuing outside sources to fund purchases to continue the program on our own.

**Zip Books 2024/25 Budget Worksheet and Justification**  
See instructions on second tab.

Mendocino County Library

Budget Category: Salaries/ Wages/ Benefits	State Funding	Cash Match & In-Kind	Total
Senior Library Technician: 216 hours/\$49 per hour/.104 FTE Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.		\$10,584 \$0 \$0 \$0	\$10,584 \$0 \$0 \$0
<b>Subtotal</b>		\$10,584	\$10,584

Budget Category: Supplies/Materials	State Funding	Cash Match & In-Kind	Total
Zip Books orders Click or tap here to enter text.	\$13,849 \$0	\$0 \$0	\$13,849 \$0
<b>Subtotal</b>	\$13,849	\$0	\$13,849

Budget Category: Services	State Funding	Cash Match & In-Kind	Total
Prime Membership Click or tap here to enter text.	\$0 \$151 \$0	\$0 \$0 \$0	\$0 \$151 \$0
<b>Subtotal</b>	\$0	\$0	\$0

<b>Direct Costs Total</b>	\$13,849	\$10,584	\$24,584
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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

<b>Grand Total</b>	\$13,849	\$10,584	\$24,433
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