



Zip Books

Prepared by Mendocino County, CA
for California State Library 2025-26 Zip Books

Primary Contact: Amelia Hiseley-LaValley

Opportunity Details

Opportunity Information

Title

2025-26 Zip Books

Description

The Zip Books program provides library users with speedy access to books that are not available at their local libraries. A patron simply requests the item, the library purchases it from Amazon, and the book is shipped directly to the patron's home. When finished, the patron returns it to the library, and the library adds it to the collection. Because Zip Books is a user-driven program, the library collection becomes more closely matched to the needs of the local community.

Awarding Agency Name

California State Library

Agency Contact Name

Monica Rivas

Agency Contact Phone

916-603-7159

Agency Contact Email

monica.rivas@library.ca.gov

Departments

Zip Books

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/bf107ae2-671e-420d-a233-2b26445c35bb>

Award Information

Award Range

\$35,000.00 Ceiling

Award Period

07/01/2025 - 08/31/2026

Award Announcement Date

7/1/2025

Indirect Costs Allowed

No

Matching Requirement

No

Submission Information

Submission Window

04/28/2025 12:00 AM - 05/28/2025 12:00 PM

Submission Timeline Type

One Time

Question Submission Information

Question Submission Email Address

zipbooks@library.ca.gov

Eligibility Information

Eligibility Type

Public

Additional Information

Additional Information URL

<https://www.library.ca.gov/services/to-libraries/zip-books/>

Project Information

Application Information

Application Name

Zip Books

Award Requested

\$12,000.00

Total Award Budget

\$12,000.00

Primary Contact Information

Name

Amelia Hiseley-LaValley

Email Address

hiseleya@mendocinocounty.gov

Address

105 N MAIN ST
Ukiah, California 95482

Phone Number

(707) 234-2861

Project Description

Applicant Information

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

1. Is your organization a California public library? If your organization is not a California Public Library you will be prompted to enter your organizations name in the next field.

- ☒ Yes
☐ No

1b. Select Library Name

Mendocino County Library ▼

2. Authorized Representative First and Last Name

Mellisa Hannum

3. Authorized Representative Title

County Librarian

4. Authorized Representative Phone (Use the format 123-456-7890)

707-882-3114

5. Authorized Representative Email

hannumm@mendocinocounty.gov

6. Authorized Representative Street

225 Main St

7. Authorized Representative City

Point Arena

8. Authorized Representative Postal Code (Use the format 12345 or 12345-6789)

95468

9. Recipient Grant Manager First and Last Name

Amelia Hiseley-LaValley

10. Recipient Grant Manager Title

Senior Library Technician

11. Recipient Grant Manager Email

hiseleya@mendocinocounty.gov

12. Recipient Grant Manager Phone (Use the format 123-456-7890)

707-234-2861

Open this link to check that your organization meets all eligibility requirements:

<https://www.library.ca.gov/grants/zip-books/>

13. Based on the requirements in the page linked above, is your organization eligible to apply for this funding?

- ☒ Yes

☐ No

14. Organizations Federal Employer Identification Number
946000520

Project Details

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

1. Primary Project Audience: Identify the audience(s) for this project.

Select all that apply

- ☒ Adults
- ☒ Families
- ☒ Immigrants/Refugees
- ☒ Intergenerational Groups (Excluding Families)
- ☒ Library Staff, Volunteers, and/or Trustees
- ☒ Low Income
- ☒ Non/Limited English Speaking
- ☒ People with Disabilities
- ☒ People with Limited Functional Literacy
- ☒ Pre-School Children
- ☒ Rural Populations
- ☒ School Age Children
- ☒ Senior Citizens
- ☐ Statewide Public
- ☐ Suburban Populations
- ☒ Unemployed
- ☐ Urban Populations
- ☒ Young Adults and Teens
- ☐ Other
- ☐ No Specific Primary Audience

2. Abstract: Provide a brief summary of your project including what you will do, for whom, and for what expected benefit. This statement may be used for publicity purposes. (Word limit: 60)

[See Project Description & Brief Abstract Writing Examples for an example.](#)

Question 2 Response:

The Mendocino County Library strives to further our goal of "free and equal access to information, knowledge, independent lifelong learning, and the joys of reading for its diverse community" as our mission statement reads. The Zip Book project assists us in this goal, giving library users access to varied materials in print and audio that are ordered for them and delivered directly to their door. The end goal is to add these items to our collection after they are returned.

3. Project Description: Provide a description that will enable the reviewers to understand the overall project if they were to read only this response and no other part of the application. (Word limit: 300)

See [Project Description & Brief Abstract Writing Examples](#) for an example.

The text should be a summary of:

- the needs and aspirations your project responds to
- your planned activities

- how the activities you propose will achieve your desired outcomes and goal

Organize your text in a readable format. Use subheadings as needed.

Question 3 Response:

Since 2013, the Zip Book grant has been well received and continues to be a very popular program. We recognize that it may be a challenge for some of our county residents to visit their home library, due to distance or other hardships. We have library members who have barriers to access due to unreliable connectivity so providing access to physical materials remains a top priority for us. We also aren't able to purchase every book that a patron may want, and the Zip Books program helps us to supply a greater variety of books.

One of the planned activities are surveys we continue to provide requesting input on how Zip Books has been received by the general public. Survey questions ask about the process of using Zip Books and allow a space for comment. We ask "How easy was it to understand the request? How many days did it take the book to arrive at your home? How likely are you to use Zip Books again? How would you rate the overall experience? How far is your home from your library (in miles)?" We can rate the success of the Zip Book program by the comments we receive such as "(I am) very pleased to find this service such as this available at the library," "This was a book I wanted to read but was not at our library," "I am so grateful for Zip Books," "Great for old folks!" and "Love this program!"

Zip Books gives our library system the opportunity to add physical materials we may be lacking, and encourages community members to grow the collections they wish to see more of in their library. This year we have seen an increase in the number of Young Adult and Children's books, Graphic Novels and Large Print books.

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

Question 4 Response:

The Library's mission state "free and equitable access" to library materials and Zip Books allows for this by obtaining materials that will reach many people. The desired outcome and goals of the program match our vision to have a more "informed, connected, inclusive, and creative community" where those we serve have the "opportunity for discovery." Our strategic plan objective includes that the collection "reflect the community where it's located," and the Zip Books program helps to accomplish that. We strive to add as many of the requested Zip Book materials to our collection as we can.

5. Is this a brand new project?

A new project is one that has not been implemented before at your organization. This is a project that you are starting from scratch.

Question 5 Response:

- ☐ Yes
☒ No

5b. Impact to Date: Describe the project's current status, any results, lessons learned, and impact to date. (Word limit: 150)

Strong reasons might include, but are not limited to:

- applying lessons learned
- extending impactful projects to new audiences
- building on successful projects with new innovations, etc.

Question 5b Response:

We are building on our goal of carefully reviewing submissions and purchasing better quality materials. We continue to review each submission to determine if the requested item is a good candidate before we order it. We order directly from the vendor as much as we can rather than a third party seller to assure better condition of the books. We have opted to not fill requests for items which are not as likely to circulate or that we could not guarantee being in a condition that is suitable to be added. We have taken the lessons we learned from ordering books that were less than ideal and as a result of this more mindful approach, we have had fewer items that needed to be returned. Last year, after the reporting period closed we were encouraged by the outcomes from taking this approach; We had retained roughly 87% of the items purchased. This year we have retained 77% of items purchased so far, with more items still pending return.

6. Is this project expected to continue beyond the grant period to implement fully?

- ☐ Yes
☒ No

7. Focus Population: Who is the focus population for this project? (Word limit: 50)

Describe the focus population for your proposed project.

Question 7 Response:

The focus population of this project is for books to be utilized by all ages, abilities, ethnicities and education levels.

8. How does this proposed project address barriers and needs experienced by the focus population and align with the population's strengths and aspirations? (Word limit: 150)

Describe how what you plan to do will help address the barriers and unmet needs and align with the aspirations of the focus population.

Question 8 Response:

Our rural library system houses six branches, some of which are geographically isolated, and a bookmobile which drives 22,000 miles each year to provide materials to remote locations. Mendocino County is spread across 3,500 square miles, with a population of 89,000 with a poverty level of 16% according to the California State Library's PolicyMap. This proposed project helps us to reach more of the underserved parts of our communities that live the furthest from their local libraries.

9. How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation? (Word limit: 300)

Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.

Question 9 Response:

Zip Books remains a much loved program. Our staff have been encouraging participation by spreading the word to those who many not have used it before which is evident when reviewing our statistics. For the second year in a row we had a substantial number of people place requests that had not used Zip Books before. By promoting Zip Books to the outlying areas of the community through outreach events and Bookmobile services, this project helps to bring in new library users by reducing the requirements needed to access library services. As mentioned previously we continue to seek input and participation from the community with the surveys we make available that patrons can fill out and return with their items so that we can be aware of what we are doing right, as well as the areas in which we need improvement.

10. If applicable, how is your project being created, planned, and implemented in collaboration with the focus

population? (Word limit: 300)

Describe how members of the focus population are working and will work with you on the project as you create, plan, and implement it.

Question 10 Response:

With our focus being the general population, we are planning the implementation of the project in response to its popularity and the responses we have received from the surveys. In light of how often repeat patrons request items, we saw a need to increase the limit from one request to two requests at a time. In the past we had done so, only as a temporary measure to use up funds. This year we decided it made more sense to allow it on a regular basis. The only downfall was that our funding was spent ahead of schedule, and we were unable to fill the remaining requests that were submitted. If funding in the next year allowed for us to do so, we would like to continue doing two requests at a time.

11. Project Outputs: List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.

Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

Example list of outputs:

- Three training workshops will be held; 25 people will attend each workshop
- 15 story hours will be held
- 100 promotional bookmarks will be created and distributed
- 150 individuals will be trained
- 50 children and caregivers will have participated
- 1,000 photographs will be digitized
- Five kits will be created and given to each branch

Question 11 Response:

Anticipated project outputs include:

- 100 promotional fliers distributed
- 500 Zip Books ordered
- 85% added to collection (391 books)
- 20% new participants (125 patrons)

12. Additional Evaluation: Describe additional local plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)

Question 12 Response:

13. Future Plans: How do you plan to support and sustain your project in the future? How will you share successes and lessons learned? (Word limit: 150)

Question 13 Response:

Outreach remains an important aspect of promoting Zip Books. Our staff are key to keeping Zip Books relevant to our community. This is evident from the number of patrons who submit requests for the first time. However, from reviewing our statistics, it's clear that some of those items that fall through the cracks due to unfamiliarity with the program and how to return items. We are glad to share our challenges as well as our successes in the Zip Books community forums.

We know many other libraries share similar frustrations of items that are lost, missing or claimed returned despite sending instructions on how to return items, and reminders of their overdue status, by email or phone.

14. Project Partner: Do you have a project partner to report? Project partners are invited, but not required.

A partner is an organization that will contribute resources to your project (materials, funds, staff, etc.) and with which you have a signed agreement.

Contractors paid for their involvement with the project are **NOT** partners.

Question 14 Response

- ☐ Yes
☒ No

15. Community Connections: A community connection is a cooperating institution or agency with which the applicant works to achieve project goals, but with which the applicant might not have a formal, signed agreement.

Organizations or individuals who are contractors under the project are not considered community connections. Community connections are invited, but not required.

Do you have a community connection to report?

- ☐ Yes
☒ No

16. Project Partner and Community Connection Letters of Support: Attach any letters of support to your application.

Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Your letters of support should be named OpportunityName_LetterofSupport1_OrganizationName

If you have more than one letter of support, click Choose File again to upload multiple files. Letters of support are invited, but not required.

Upload Letters of Support Here:

Project Activities

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

What activities will be used to accomplish your project and achieve your outcomes?

- An Activity is an action or actions that help you accomplish the goal of your project.
- Your project will have one activity, which you will complete below.

Activity Name

Content Acquisition

Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit: 90-160)

We plan to process requests for materials that we acquire through purchasing on Amazon with grant funding. We "lend" these items to the general public, with the intent for them to be returned to the library for the purpose of adding these materials to our collection. To further this goal we request input on how Zip Books has been received by the general public utilizing this program, through a survey that they can return with their Zip Book item.

Choose your activity

- ☒ Content: Involves the acquisition, development, or transfer of information.

Choose the Type that best describes the content activity

- ☒ Lending: Circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to a library user, upon request.

Choose the format that best describes the Content

- ☒ Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?

- ☐ Library workforce
☒ General population

Project Timeline

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

Timeline:

The timeline should capture when project actions will occur.

- It must include all Project Activities listed in the application and connect to the Project Description.
- List actions in chronological order.
- Actions must be within the project implementation dates.

For this grant the start date is July 1, 2025 and the end date is August 31, 2026.

Below, enter each of your major actions and when they will occur.

Action 1 Description

July - August 2025: pending award notifications and official start date, let County staff know that Zip Books has returned, run a "banner" to alert patrons on our website and begin allowing patrons to submit requests and begin the Zip Book ordering process and distribute 100 promotional fliers about Zip Books at branches and at outreach events.

Action 1 Start Date

7/1/2025

Action 1 End Date

10/31/2025

Do you have a 2nd action to report?

- ☒ Yes
☐ No

Action 2 Description

- 1) Order Zip Books: review requests submitted to decide if the item is a good candidate and place the order via Amazon to be delivered to the recipients mailing address.
- 2) Check out the item to the borrowers record and call or send an email confirmation to the patron of their item(s) along with instructions about Zip Books and how to return them.
- 3) Keep a detailed log of the patron and purchase information on our spreadsheet. Keep a second log of statistics such as time spent, requests not filled, items added or not added, lost or claimed returned, new patrons etc.)

Action 2 Start Date

7/1/2025

Action 2 End Date

8/31/2026

Do you have a 3rd action to report?

- ☒ Yes
☐ No

Action 3 Description

At the end of every month, reconcile the Zip Books credit card purchases for this program purchases and submit the statement to purchasing dept. for review.

Action 3 Start Date

8/1/2025

Action 3 End Date

8/31/2026

Do you have a 4th action to report?

- ☒ Yes
☐ No

Action 4 Description

Complete reporting - January 2026 (TBD) : Midyear financial report due for the reporting period of July/August - December 31, 2025.

Action 4 Start Date

1/1/2026

Action 4 End Date

1/30/2026

Do you have a 5th action to report?

- ☒ Yes
☐ No

Action 5 Description

Submit the 2nd Financial report for the reporting period of January 1 - May 31, 2026.

Action 5 Start Date

5/1/2026

Action 5 End Date

5/31/2026

Do you have a 6th action to report?

- ☒ Yes
☐ No

Action 6 Description

Final Project Narrative and final financial reports - due after August 31, 2026

Action 6 Start Date

9/1/2026

Action 6 End Date

9/30/2026

Do you have a 7th action to report?

- ☐ Yes
☒ No

If No, scroll to the bottom.