



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
December 6, 2022

TOPIC: FY 22-23 Zip Books Program Grant

AGENDA TITLE:

Approve an Agreement and Appropriation Adjustment Recognizing Grant Revenue in an amount not to exceed \$9,928 for the California State Library for the Zip Books Program

RECOMMENDED ACTION

1. Authorize the Library Services Director to execute a Grant Agreement via DocuSign, accepting grant funds in the amount of \$9,928 for the Zip Books Program, subject to non-substantive changes approved by the City Manager and City Attorney.
2. Approve an appropriation adjustment to recognize \$9,928 in grant revenue from the California State Library and appropriate \$9,928 into the corresponding expenditure account to implement the program. *(Requires five affirmative votes)*

DISCUSSION

The Santa Ana Public Library was awarded a grant in the amount of \$9,928 by the California State Library for its Zip Books Program.

The Zip Books Program is an alternative model for a interlibrary loan service that bridges the gap between a library's regular collection development practice and a home delivery service. The purpose of the program is to 1) provide patrons with speedy access to books they might not otherwise be able to access through the library; and 2) offer a patron-driven collection development approach to a library's usual process, resulting in a collection more closely matched to local community needs.

Under the program, Santa Ana Public Library patrons can request books and audiobooks that the Library does not currently have in its collection. The Library will orders the books from Amazon, the grant's preferred vendor, and the books will then be shipped directly to the patron. Patrons return the books to the Library at the end of the loan period and the books are added to the Library's collection.

The grant funds must be fully expended by June 30, 2023. There is no match requirement for the grant.

The California State Library has requested the City submit the application via the online signature and agreement platform, DocuSign.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

An appropriation adjustment to recognize revenue and appropriate funds to the respective accounts is shown below:

Fiscal Year	Accounting Unit – Account Number	Fund Description	Accounting Unit, Account Description	Amount
FY 22-23	15211002-52025	State Grant-Direct	Public Library Grant Revenue – State Grants-Direct	\$9,928.00
FY 22-23	15211150-63001	Public Library Grant Fund	Public Library Grant Miscellaneous Operating Expenses	\$9,928.00

EXHIBIT(S)

1. Grant Agreement (for reference only)

Submitted By: Brian Sternberg, Executive Director of Library Services

Approved By: Kristine Ridge, City Manager