

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2017/2018
STATEWIDE GRANT APPLICATION**

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

- | | | | |
|--|---|--------------------|--------------------------|
| 1. Library/Organization
Califa Group | 2. Library's DUNS Number
135909930 | | |
| 3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i>
Califa Group | | | |
| 4. Project Coordinator Name
Wayne Walker | 5. Project Coordinator Title
Operations Manager | | |
| 6. Email Address
wwalker@califa.org | 7. Business Phone Number
(650) 356-2125 | | |
| 8. Mailing Address
2471 Flores Street | City
San Mateo | State
CA | Zip
94403-2273 |

Project Information

- 9. Project Title** Zip Books for Rural Libraries -- Year 5
- 10. LSTA Funds Requested** \$349,800
- 11. Cash Match & In-Kind** \$355,560
- 12. Total Project Cost** \$705,360
- 13. California's LSTA Goals** *(Check one goal that best describes the project)*
- | | |
|--|---|
| <input type="checkbox"/> Literate California | <input type="checkbox"/> Bridging the Digital Divide |
| <input type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> Content Creation/Preservation | <input checked="" type="checkbox"/> Ensuring Library Access for All |
- 14. Primary Audience for project** *(Select all that apply.)*
- | | |
|--|---|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Pre-School Children |
| <input type="checkbox"/> Families | <input checked="" type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> School Age Children |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Low Income | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Non/Limited English Speaking Persons | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Urban Populations |
| <input type="checkbox"/> People with Limited Functional Literacy | <input type="checkbox"/> Young Adults and Teens |

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library's strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical information to support the project.

Califa and the California State Library have been exploring ways to reinvent resources sharing for years. This led to the development of the Zip Books for Rural Libraries project, first implemented in FY 2013-14. In the Zip Books project, participating libraries utilize a central online service, Amazon.com, to purchase and directly deliver books in tangible formats to library customers, in lieu of borrowing them through traditional interlibrary loan. This model provides a proven alternative to traditional ILL service that eliminates the need for expensive bibliographic utility fees and library-to-library ground delivery of items, saving staff time in the process.

The current request will continue the Zip Books project, which has been highly successful and popular with library users. Paired with one-time California Library Services Act funding, the project will nearly double this year and will test the Zip Books model in a wider range of rural, small and suburban libraries. We will add libraries in stages, with 14 libraries scheduled to be added by fall 2017 and another 16 libraries to be added by January 2018). We will continue to work on improving the model and developing a sustainability plan.

Among our accomplishments will be: 1) further development and expansion of a proven and popular ILL alternative model; 2) a continuation of faster, less expensive, more flexible interlibrary loan-type services for California libraries; 3) a plan for sustainability for Zip Books services in libraries for the future.

This project relates to the California State Library's 2013-17 LSTA Five-Year Plan as follows: Goal VI, Information Connections; Program I (develop platforms that support the connection and distribution of content statewide); and Goal VIII, Ensuring Library Access for All, Program III (develop and support services and programs that ensure access to library information and resources in geographically challenged areas).

ELEMENT 3: PARTNERSHIPS

Please list all formal partners for your project here. Please attach (under Element 7) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute.

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)

ELEMENT 4: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit responses to four pages.

A. Project Intent *(Check only one that best describes the project)*

Lifelong Learning

- ☐ Improve users' formal education
- ☐ Improve users' general knowledge and skills

Information Access

- ☐ Improve users' ability to discover information
- ☒ Improve users' ability to obtain information resources

Institutional Capacity

- ☐ Improve the library workforce
- ☐ Improve the library's physical and technology infrastructure
- ☐ Improve library's operations

Economic & Employment Development

- ☐ Improve users' ability to use resources and apply information for employment support
- ☐ Improve users' ability to use and apply business resources

Human Services

- ☐ Improve users' ability to apply information that furthers their personal, family, or household finances
- ☐ Improve users' ability to apply information that furthers their personal or family health & wellness
- ☐ Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement

- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversation around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

This project will continue implementation of the Zip Books model in 55 rural and small California library jurisdictions, to continue to deliver a very popular service to Californians around the state and develop a plan for sustainability. Among the benefits we expect: 1) further development and continuation of a successful alternative model of service to deliver books not currently owned by local libraries to library customers; 2) a continuation of faster, less expensive, more flexible ILL-type services for California rural libraries; and 3) a plan for sustainability for Zip Books service in rural libraries for the future.

C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.

55 libraries will participate.

25 libraries will receive training to implement Zip Books service.

30 libraries will receive a refresher training.

55 libraries will receive ongoing technical assistance and support for their Zip Books services.

Participating libraries will realize at least a 40% savings over traditional ILL service.

At least 40,000 books will be purchased.

At least 25,000 books will be added to local collections.

At least 35,000 library customers will be served.

At least 30 library staff members will be trained in the Zip Books process (3 trainings will be held).

Marketing materials (bookmarks, posters, postcards) will be distributed to 55 libraries.

1 working group will be formed and will meet at least twice.

D. Anticipated Project Outcome(s) – What change is expected in the target audience’s skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)

We expect that at least 40% of participating libraries will convert part of their budgets to continue use of the Zip Books model beyond the grant period. We will measure this outcome through surveys.

E. Briefly describe how this project will be financially supported in the future.

CLSA one time funds are available to support this project into FY 2018-19. After that, we believe that CLSA communications and delivery funds will partially fund this in the future, and that local libraries will dedicate part of their acquisitions budgets to continue.

F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

1. ☒ **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
- ☐ Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - ☒ Presentation - Formal interaction and passive user engagement (e.g., an author’s talk),
 - ☒ Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
 - ☐ Other

Description: Three training and orientation webinars (1.5 hours each) will be held for new libraries, and also as a refresher for staff from libraries who are already participating. We will also provide ongoing technical assistance for participating libraries.

2. ☒ **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*
- ☒ Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
 - ☐ Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
 - ☐ Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

- ☒ Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
- ☐ Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.
- ☐ Other

Description: When a library patron requests a book not owned by a given participating library, the library (with certain exceptions) will order the book from Amazon and have it delivered directly to the patron. The patron will then return the book to the library when finished. The library will have the option to add the item to its collection or offer it to other Zip Books libraries. We anticipate at least 40,000 requests will be filled (40,000 items "lent"), and at least 25,000 books will be added to library collections.

3. ☐ **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be in-house or third-party)*
- ☐ Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
 - ☐ Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

4. ☐ **Procurement** – May only be used for projects with an Institutional Capacity Intent. Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

ELEMENT 5: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

[illegible]

ELEMENT6: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category	LSTA	Cash Match & In-Kind	Total
Salaries/Wages/Benefits			
Library assistants	\$0	\$76,285	\$76,285
Librarians	\$0	\$74,825	\$74,825
Library directors	\$0	\$26,950	\$26,950
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$178,060	\$178,060
Description: 55 library assistants: 4015 estimated hours x \$19/hour average salary benefits. 55 librarians; 1825 estimated hours x \$41/hour average salary-benefits. Library directors, 550 estimated hours x \$49/hour average salary-benefits			
Consultant Fees			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
Advisory group travel	\$3,000	\$0	\$3,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$3,000	\$0	\$3,000
Description: Travel support for one on-ground advisory committee meeting (\$500 each for 6 people)			
Supplies/Materials			
Marketing materials	\$10,000	\$0	\$10,000
Books in tangible formats	\$305,000	\$177,500	\$482,500
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$315,000	\$177,500	\$492,500
Description: Printing of marketing materials for 55 libraries (posters, bookmarks, postcards). Allocations for 55 libraries (partial year for 16 libraries) based on population and registered borrower statistics.			

Budget Category	LSTA	Cash Match & In-Kind	Total
Equipment (\$5,000 or more per unit)			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			
Services			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			

Project Total	\$318,000	\$355,560	\$673,560
Indirect Cost Rate Applied 10.0 % Indirect Cost	\$31,800	\$0	\$31,800
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input checked="" type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required			
Description: Indirect costs include cost for administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment.			
Grand Total	\$349,800	\$355,560	\$705,360

ELEMENT 7: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 8: INTERNET CERTIFICATION

Check the Appropriate Library Type

☐ Public Library ☐ Academic ☐ K-12 ☐ Multi-Type ☐ Special/Other

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (*check only one of the following boxes*)

A. ☐ **An individual applicant that is CIPA compliant.**

The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

B. ☐ **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.**

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. ☒ **Not Subject to CIPA Requirements.**

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

SIGNATURE

I have read and support this LSTA Grant Application.

Califa Group

Library/Organization

Zip Books for Rural Libraries -- Year 5

Project Name

Paula MacKinnon

Library Director Name

Interim Director

Title

Library Director Signature

Date