



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 24-693**

**November 12, 2024**

**Introduced:** 10/16/2024

**Current Status:** Draft

**Version:** 1

**Matter Type:** General Agenda Item

- a. Authorize and approve the Director of Monterey County Free Libraries (“MCFL”) or designee to execute a non-standard agreement between the County of Monterey, on behalf of MCFL, and the State Library of California, through the Zip Books program, to approve a grant award of \$11,377 to provide library materials, and
- b. Authorize the Director of the MCFL to take all steps necessary to implement the grant and accept the grant award of \$11,377 from the State Library of California, and
- c. Accept non-standard indemnification provisions at the recommendation of the Director of MCFL, and
- d. Approve and authorize the Director of the MCFL or his or her designee to execute to three (3) future amendments where the combined amendments do not exceed 20% (\$2,275) of the original Agreement amount, do not significantly change the scope of services, and do not increase the total not to exceed amount over \$13,652.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize and approve the Director of Monterey County Free Libraries (“MCFL”) or designee to execute a non-standard agreement between the County of Monterey, on behalf of MCFL, and the State Library of California, through the Zip Books program, to approve a grant award of \$11,377 to provide library materials, and
- b. Authorize the Director of the MCFL to take all steps necessary to implement the grant and accept the grant award of \$11,377 from the State Library of California, and
- c. Accept non-standard indemnification provisions at the recommendation of the Director of MCFL, and
- d. Approve and authorize the Director of the MCFL or his or her designee to execute to three (3) future amendments where the combined amendments do not exceed 20% (\$2,275) of the original Agreement amount, do not significantly change the scope of services, and do not increase the total not to exceed amount over \$13,652.

### SUMMARY:

The staff of the Monterey County Free Libraries (“MCFL”) applied for and received a grant from the California State Library for Zip Books, a method to fund books that are requested by Library patrons, to be delivered via Amazon to the patron’s home, then placed into the library collection.

### DISCUSSION:

Zip Books is a State funded program that funds and enables public libraries to use Amazon to efficiently procure materials requested by patrons and ship the items directly to people’s homes.

When use is complete, the patron then returns the item to the library for addition to the collection. This helps overcome geographic distance and can enable more efficient use of funds than a traditional inter library loan, which requires substantial processing and postage for a single use of an item. Zip Books are limited to books able to be purchased and shipped from Amazon and limited in price. Adding this option to MCFL enables us to serve more patrons in an efficient and cost-effective manner.

MCFL has participated in the Zip Books program before, and this funding helps supplement the book budget, allowing MCFL to get more in-demand materials to more users of the library.

OTHER AGENCY INVOLVEMENT:

County Council has reviewed as to form. The Auditor-Controller's Office has approved purchasing methods that meet these grant requirements.

FINANCING:

Funds for the materials will come from the grant. Staff support to order and manage receipts and reconciliation along with grant management and reporting will be from the library's operational budget, using existing permanent staff.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Bringing library materials to the communities served by MCFL by the most efficient and effective methods serves the goals of the County of Monterey.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Hillary Theyer, Library Director, (831) 883-7566

Attachments:

Attachment A Zip Books Award Letter, Agreement, and Certification Forms