Zip Books Procedures for Using Local Library Funding

This is an overview of the procedures for using local library funding in your Zip Books program, as recommended by NorthNet Library System and our Fiscal Department. As a result of the growing popularity of Zip Books programs and the limited grant funding available, participating libraries may fully expend their funds before the end of the fiscal year. While many must pause their programs until additional funding becomes available, others may opt to supplement their Zip Books allocation with local library funding. In order to continue to provide fiscal and statistical data to the California State Library and demonstrate the growth of our Zip Books programs, libraries are still requested to track and report program spending and statistics on a monthly basis.

For Libraries following Zip Books parameters:

1. If your library has spent your full Zip Books allocation but want to continue your program using your own funds, you must ensure that a separate payment method is available in order to prevent the comingling of grant funds. Libraries should **NOT** use their Zip Books-dedicated Amazon Corporate Credit Line (ACCL) or their NLS credit card. Alternative payment methods include a library credit card (NOT the NLS-issued card), a library credit line (NOT the Zip Books ACCL), or a gift card disbursement.

2. Libraries will be responsible for working with their own Accounting Department to pay their own invoices on time.

3. If your library wishes to continue your Zip Books program using your own funds, you **MUST** use a separate Amazon account. You will not be allowed to use your Zip Books-dedicated Amazon account. This is to prevent the comingling of grant funds and the possibility of unapproved Zip Books items being charged to your normal Zip Books payment method.

4. For tracking and reporting purposes, libraries are asked to submit an adapted monthly statistics report. Use the "LOCAL LIBRARY FUNDED Statistics" tab in the provided "Zip Books Reporting_Monthly Statistics_rev3.26.20" Excel workbook to compile your library's statistics for the month, including your total Zip Books expenditures. Only the items that fit into Zip Books format parameters (books and audiobooks/Playaways) must be counted. Do not count items that would normally not be allowed in the Zip Books program, such as DVDs and music CDs.

5. Statistics should be tracked from the 1st of the month to the last day of the month. The report should be submitted by the 15th of the following month and be sent to both the Zip Books Project Coordinator at nuesca@northnetlibs.org and our Fiscal Department at ZipBooksInvoice@northnetlibs.org.

6. Libraries will not be required to submit monthly invoices or Order History reports while using their own library funds. However, we ask that you continue to keep track of your spending and report your expenditures with your monthly statistics.

7. Libraries will need to create their own bookplate for Zip Books items purchased with library funds. Libraries may choose to adapt the provided bookplate, but must indicate the different funding source. Digital files of the Zip Books bookplate can be downloaded from the Zip Books website at https://northnetlibs.org/printed-marketing-materials/.

For Libraries expanding Zip Books parameters:

1. You will be required to abide by # 1 – 7 in the above section, in addition to the procedures clarified below.

2. Libraries will also be required to make distinctions on their program webpage and other program materials indicating that certain items, such as DVDs, are not normally allowed in the Zip Books program but are allowed only if the library is using their own funds.

If you have any questions, please contact the Zip Books Project Coordinator (nuesca@northnetlibs.org).