

## FY20-21 Zip Books Procedures for Program Ending

*This is an overview of the deadlines and procedures for wrapping up your Zip Books program, as recommended by NorthNet Library System and our Fiscal Department. Check-in dates have been established to help libraries verify their program spending is on track. NorthNet reserves the right to reallocate unspent funds to address the funding needs of other libraries. In order to ensure that all grant funds are expended by the end of the fiscal year, libraries will be asked to carefully monitor monthly spending to achieve full spending of their Zip Books allocation by May 31, 2021.*

1/10/21	<ul style="list-style-type: none"><li>Libraries must have spent at least 50% of their allocation so that funds can be reallocated to other libraries if needed</li></ul>
1/31/21	<ul style="list-style-type: none"><li>Deadline to submit request form for supplemental funds (only those who have expended 65% of their allocation are eligible)</li></ul>
2/15/21	<ul style="list-style-type: none"><li>Libraries will be notified by email if they have been awarded supplemental funds</li></ul>
3/10/21	<ul style="list-style-type: none"><li>Libraries must have spent at least 75% of their allocation so that funds can be reallocated to other libraries if needed</li></ul>
5/31/21	<ul style="list-style-type: none"><li>Libraries must expend <b><u>ALL</u></b> grant funds by this date</li><li>Hybrid libraries able to supplement their program should transition to using local library funds</li></ul>
6/30/21	<ul style="list-style-type: none"><li>Amazon invoices and Order History reports must be received by this date or libraries will be responsible for the balance due</li></ul>

### ***Fiscal procedures for ALL libraries:***

- You are required to STOP your Zip Books ordering on May 31<sup>st</sup> and have until end of day to spend any of your remaining FY20-21 allocation funds, including supplemental funds.**
- Check-in dates are established in order to ensure libraries are on track to fully expend grant funds by May 31<sup>st</sup>. The Fiscal Dept will use your 1/10/21 Amazon invoice or Order History report to confirm that at least 50% of your allocation has been spent, and your 3/10/21 Amazon invoice or Order History report to confirm that at least 75% of your allocation has been spent. This includes any additional supplemental funds granted your



library. You are not required to submit any other verification documents unless specifically asked. Libraries will be notified by email if any portion of your FY20-21 allocation will be reallocated to other Zip Books libraries.

3. All orders submitted to Amazon must ship by June 6<sup>th</sup> (for those with an NLS credit card) or June 9<sup>th</sup> (for those with an Amazon corporate credit line) in order to be included in your June statement. Orders that do not ship before then will be included in your July statement and will be the responsibility of the library to pay. Only statements dated up to 06/10/21 will be covered by the grant. Exceptions may be made with prior approval. Note that NLS credit cards will be put on hold on June 7<sup>th</sup>. Items not shipped before then may not be fulfilled.
4. Libraries with an Amazon Corporate Credit Line (ACCL) are asked to email a PDF copy of all the pages of their June statement dated 6/10/21 as soon as it is received. Files should be emailed to our Fiscal Department at [ZipBooksInvoice@northnetlibs.org](mailto:ZipBooksInvoice@northnetlibs.org). Invoices not received by June 30<sup>th</sup> will be the responsibility of the library to pay.
5. Libraries with an NLS credit card are asked to email the Order History report for the period of 5/1/21 – 6/1/21 to our Fiscal Department at [ZipBooksInvoice@northnetlibs.org](mailto:ZipBooksInvoice@northnetlibs.org). Order History reports should be sent by June 30<sup>th</sup>.
6. It is recommended that libraries keep on file, whether digital or physical, Zip Books Amazon statements and Order History reports for one year after the end date of the grant.

***Amazon procedures for ALL libraries:***

7. If your Amazon Prime membership is set to renew any time before May 31<sup>st</sup>, you should still select an ANNUAL renewal as normal. The cost of a standard Prime membership is covered by the grant and does not come out of your allocation. Note that Amazon does not allow you to pay for your Prime membership using your Corporate Credit Line due to the different billing periods. Refer to steps 4 & 5 in the “Zip Books Amazon Account Procedures” document (available [online](#)) for instructions on how to renew your Prime membership. Prime membership renewals will not be covered by the grant starting on June 1, 2021.
8. If your library is requesting a reimbursement for your Prime renewal fee, your “Amazon Prime Fee Reimbursement Claim Form” (available [online](#)) must be sent to

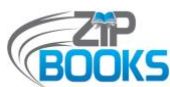


[ZipBooksInvoice@northnetlibs.org](mailto:ZipBooksInvoice@northnetlibs.org) by **May 31, 2021**. Claim forms not received by this deadline will NOT be reimbursed.

9. Libraries will be responsible for canceling their Prime memberships to avoid any automatic renewal charges. **Prime Membership renewal fees will not be covered using grant funds after May 31, 2021.** If your library chooses to continue your Zip Books program with local library funds, it will be your responsibility to pay for all future Prime renewal fees. However, you are welcome to use your current Prime subscription until it expires.
10. It is also the responsibility of the library to close your Zip Books dedicated Amazon account and corporate credit line if desired. It is recommended that all necessary documentation (invoices, Order History reports, etc.) be downloaded prior to closing your accounts as you may lose access to this information once your account is closed.

***Other recommended procedures for ALL libraries:***

11. In order to capture as much of the program statistics as possible, libraries are asked to make sure that monthly statistics are reported for all months from June 2020 thru June 2021. This includes grant-funded items added to your library collection, as well as local library funded statistics.
12. Statistics for Zip Books items added to your library collection do not need to be reported after June 30<sup>th</sup>. However, libraries are encouraged to continue tracking this data for their own usage. In particular, we recommend tracking any pending Zip Books returns to ensure items are still returned to your library. The Zip Books listserv ([zipbooks@listserv.plsinfo.org](mailto:zipbooks@listserv.plsinfo.org)) will remain available for continued use after June 30<sup>th</sup>.
13. It is recommended that libraries give prior notification to patrons via email and/or your program webpage before the Zip Books program ends. Patrons with unfulfilled active requests should also be notified and be provided with other options for fulfilling their requests.
14. Requests for additional Zip Books marketing materials, including printed bookplates, should be submitted to Jacquie Brinkley ([brinkley@plpinfo.org](mailto:brinkley@plpinfo.org)) by June 30<sup>th</sup>. Requests for bookplates will be limited to 200 per library and will be available as supplies last. Digital versions of all marketing materials, including customizable files, can be found [online](#).



***Procedures for libraries using local funds to continue program:***

1. You will be allowed to continue your Zip Books program as normal with no break in service so long as local library funds continue to be used to fund your program. However, you will be asked to follow the “Zip Books Procedures for Using Local Library Funding”, including using a separate Amazon account and payment method starting on June 1<sup>st</sup>. You may choose to resume using your Zip Books-dedicated Amazon account and Amazon Corporate Credit Line AFTER June 10<sup>th</sup>. This is to ensure the complete separation of grant funded and local library funded items.
2. Funding information should be updated on your Zip Books program webpage and other program materials to indicate that your program is no longer supported using CLSA funds.
3. The “Zip Books” name can continue to be used by your library and program resources will remain available online on the Zip Books website at <https://northnetlibs.org/zip-books/>. However, the website will not be maintained as program support and the information provided may not be accurate or up-to-date.
4. Due to the grant ending, libraries will no longer be required to submit monthly invoices/Order History reports or statistics past June 30, 2021. However, we encourage you to continue tracking spending and statistics for your own records. Libraries will also no longer be required to share their Zip Books discards with other participating libraries. However, the Zip Books listserv will remain available for use.
5. You may choose to continue using the established Zip Books parameters for continuity purposes. However, libraries are also welcome to adapt and create new policies for their own needs. Should you choose to expand your parameters, we ask that you make distinctions on your program webpage and other program materials to clarify any new policies are due to local programming funds being used instead of grant funds.

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

