**Zip Books Open Forum:**

**Sunsetting or Transitioning Zip Books**

**Tuesday, April 13, 2021**

**11 AM – 12:30 PM**

**Chat Notes**

***Discussion on sunsetting or transitioning programs:***

* From Karen: So we can continue to use our Amazon credit line for local funds as long as we break for those 10 days?

[NOTE: Mercy clarified that yes, this is being allowed because of the program ending. Libraries with an Amazon corporate credit line can resume using it AFTER June 10th if planning to use local library funds to continue your Zip Books program. This is to ensure a clear break between grant funding and local funding. For those planning to use a different payment method, such as a library credit card or gift card balance, it’s recommended that you wait to resume using your Zip Books dedicated Amazon account until all pending orders are shipped out to avoid any payment issues. Once all orders have been processed you may resume using your Zip Books Amazon account even if this is before June 10th so long as a different payment method is used.]

* From Karen: If grant funds are allocated again, how do we then proceed? Would we need to open a new Amazon account and credit line?

[NOTE: If your Zip Books dedicated Amazon account and corporate credit line have not been closed, then you should be able to resume using the same accounts if grant funds are allocated again. This is why we recommend holding off on closing any accounts until official word is given regarding future funding. If you were using local library funds to continue your program during the pause, then we would just set a transition date when you would switch back to using grant funds. This may be the start of the new billing cycle or the day that allocations are awarded. Information and procedures will be shared when more is known.]

* From Mary Alvarez (San Benito County Free Library): What happens to funds that are not spent by the last day to order?

[NOTE: If your library anticipates having funds leftover after May 31st, the last day for ordering, then we ask that you notify us as soon as possible so that those funds can be reallocated to another library. Any grant funds that are not spent will need to be returned to the California State Library. We want to avoid having to do this as much as possible so our goal is to make adjustments to individual library allocations in order to ensure ALL funds are spent on time.]

***Discussion on adding items to collections and sharing discards:***

* From Stephanie Vance (Sacramento Public Library): I'm curious what percentage of Zip Book items are being added to the collection by different libraries  
  [NOTE: Mercy clarified that this differs with libraries depending on their size, collection development budget, internal procedures and more. Some smaller libraries will add all or most of the requests that they receive, while some larger systems add a smaller percentage. On average, about 75% of the items purchased through the Zip Books program gets added to library collections.]
* From Amelia Sandoval (Palo Verde Valley Public Library): Because PVVDL is so limited with our purchasing funds, all books are added into our collection.
* From Christopher Platt (Mono County Library): Stephanie-Mono adds all to the collections and then weeds later if not used. Premise = if one person requests likely someone else is also interested. Also we have a small budget, no link+ so can’t afford shipping.
* From Teresa Johnson (Siskiyou County Library): Siskiyou County has added 91% of Zip items ordered.
* From Robin Ivanoff (Amador County Library): Amador keeps everything we order and avidly peruses your discard lists, so we appreciate donations.
* From City of Imperial: I keep and add every book ordered into our ILS
* From Mickey Grosso (Victorville City Library): We add all Zip Books to collection
* From City of Imperial: I do look at the donation lists to see what we can benefit from
* From Heather Eddy (Kern County Library): People request some pretty sketchy things - we don't add those. :)

***Discussion on parameters:***

* From Stephanie Vance (Sacramento Public Library): Are we allowed to increase the limit of 6 active books to use more funding?

[NOTE: We’ll take your request to our Zip Books team and notify you all if limits can be raised to help your programs expend funds in the time remaining. Thanks as always for your input!]

* From Mickey Price (She/Her) (Lake County Library): Can we increase our limits on how many a patron can have out/request per month to use as much of the funding as possible before the deadline?
* From Lizeth Legaspi: May we continue to order best sellers through the end of the program? or was March 31st the last deadline

[NOTE: Best sellers, including Adult Fiction titles, can continue to be ordered until May 31st, the last day for ordering. This is limited to 3 copies only. Duplicate titles or items already owned by your library is also still allowed in the expanded parameters effective until May 31st.]

* From City of Imperial: Can the parameters continue to be expanded? As a means to use most of the funding.
* From Heather Eddy (Kern County Library): Yes, can staff request more than 2? Five is plenty for the public. It's the staff who are feeling bruised by this limitation.
* From Beate "Bea" / SBPL (Santa Barbara Public Library): We reduced our eligibility to about half in order to come in on budget, or we'd had been out before Christmas. We ran stats and found that 70% or so ordered 2 items or less in a year. We'd have super users who ordered 35+ through a year though
* From Mickey Price (She/Her) (Lake County Library): Being a small library, I don't have a whole lot of patrons who use the program, but I know my super users would love an increase from 5 per month.