City of Sunnyvale

Notice and Agenda

Board of Library Trustees

Monday, March 6, 2017	**7:00 PM**	**Library Program Room, Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, CA 94086**

CALL TO ORDER

ROLL CALL

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the board on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow board members to take action on an item not listed on the agenda. If you wish to address the board, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

1   17-0034   Approval of Draft Minutes of February 6, 2017

   Attachments: Draft Minutes of February 6, 2017

PUBLIC HEARINGS/GENERAL BUSINESS

2   17-0146   Update on Self Check Machines

3   17-0150   Review of Library Goals and Objectives

   Attachments: Library Goals and Objectives

4   17-0153   Review of FY 2017/18 Library Fee Schedule

   Attachments: FY 2017/18 Library Fee Schedule

5   17-0214   Overview of Day in the District

   Attachments: California Library Association's Day in the District Handouts

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

-Staff Comments

INFORMATION ONLY ITEMS

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the Sunnyvale Public Library located at 665 W. Olive Avenue, Sunnyvale, California during normal business hours and in the Library Program Room on the evening of the Board of Library Trustees meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Library Administration at sbarajas@sunnyvale.ca.gov or (408) 730-7314. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Library Adminstration at (408) 730-7314. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35.106 ADA Title II)

City of Sunnyvale

Agenda Item

17-0034   **Agenda Date:** 3/6/2017

Approval of Draft Minutes of February 6, 2017

City of Sunnyvale

Meeting Minutes - Draft
Board of Library Trustees

Monday, February 6, 2017	**7:00 PM**	**Library Program Room, Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, CA 94086**

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ROLL CALL

Present: 4 - Chair Carey Wingyin Lai
Vice Chair Daniel Bremond
Board Member Tina Hwang
Board Member Mark Isaak

Absent: 1 - Board Member Erika Torres

Board Member Torres (excused absence)
Council Liaison Goldman (present)
Board Member Hwang arrived at 7:12 p.m.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1   [16-1164](#)   Approval of Draft Minutes of November 14, 2016

Board Member Isaak moved, and Vice Chair Bremond seconded, approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 3 - Chair Lai
Vice Chair Bremond
Board Member Isaak

No: 0

Absent: 2 - Board Member Hwang
Board Member Torres

PUBLIC HEARINGS/GENERAL BUSINESS

2   [17-0147]   Santa Clara County Valley Transportation Authority -
Proposed Changes to Bus Route

Valley Transportation Authority Senior Transportation Planner Adam Burger
provided a report and PowerPoint presentation regarding proprosed service
changes for Fall 2017.

Board Member Hwang arrived at 7:12 p.m.

Discussion ensued regarding proposal to discontinue Route 54 which would
eliminate the bus stop at the Sunnyvale Civic Center. Board Members expressed
their concerns with the proposal of replacing Route 54 with Route 523 and the
proximity of stops further away from the Sunnyvale Public Library and Civic Center.
Board Members urged VTA to reconsider the proposal to discontinue Route 54.

Chair Lai opened the public hearing.

Resident Eileen Hails shared her concerns regarding elimination of Route 58. She
noted that the proposed elimination would create a hardship for numerous West
Valley College students and urged VTA to reconsider their proposal.

There being no additional public comments, Chair Lai closed the public hearing.

3   [17-0148]   Library Technology Update

Director Bojorquez introduced Supervising Librarians Liz Hickok and Christine
Mendoza.

Ms. Hickok provided the Board with an overview of the Library's Designer Laptop.
The Designer Laptop is equipped with Adobe Creative Cloud Suite software and
intended to provide library patrons with access to high-end design and graphics
software that might otherwise be cost-prohibitive to the individual user.

Ms. Mendoza provided the Board with an overview of the Library's online services
and programs. She noted that staff is developing a Digital Media Lab to provide
customers with access to the Designer Laptop as well as other creative services
such as digitizing of photographs. Ms. Mendoza stated that the 3D Printer
continues to be a popular service with a reservation wait period of up to three
months. Approximately 3,500 customers are downloading ebooks per month via
Overdrive and the demand for the Hoopla service continues to increase. Ms.
Mendoza explained that Hoopla allows customers to download up to five items per

month from a wide selection of TV Shows, movies, music and audiobooks. Staff is currently reviewing strategies on how best to meet this growing demand for service.

New online services include: Lynda.com; LearningExpress Library and NoveList. NoveList provides customers with reading recommendations based on books they have read and authors similar to their favorites.

Ms. Hickok provided an overview of the BALE Project. The project provided an opportunity for local authors to engage in independent digital publishing. Eighteen authors were selected to have their ebook published. She announced that the Library will be hosting an ePublishing book release party on Saturday, April 8. She thanked the Friends for their support with the project.

Board Members provided staff with suggestions:
- organize a discussion group related to software applications
- provide a station that offers the capability of digitizing photographs at locations such as the Senior Center
- explore the use of volunteers to support the 3D Printer and reduce the wait time

4   17-0149   Sunnyvale Bike Mobile Project

Supervising Librarian Mendoza informed the Board that the Library has been awarded grant funds from the Pacific Library Partnership and Friends of the Sunnyvale Public Library to expand its mobile outreach program through a "bike-mobile" program. The goal of the bike-mobile is to extend the reach of the library beyond its walls and engage the community where they typically gather, such as the Farmers' Market, local parks, community centers and more. Equipped with a tablet or laptop, a hotspot, and information about library services, staff will meet with the public in person and show them how they can take advantage of all the Library has to offer. The bike-mobile is expected to launch in Spring 2017.

Chair Lai opened for public hearing, and there being no public comments, closed the public hearing.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

None.

-Staff Comments

Director Bojorquez informed the Board that Council would consider RTC 17-0072: Authorize the City Manager to Explore a Partnership with the Sunnyvale School District for the Joint Development and operations of the Lakewood Bracnch Library and Learning Center at their Tuesday, February 7 meeting.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 8:32 p.m.

City of Sunnyvale

Agenda Item

SUBJECT
Update on Self Check Machines

City of Sunnyvale

Agenda Item

17-0150

Agenda Date: 3/6/2017

Review of Library Goals and Objectives

BOARD OF LIBRARY TRUSTEES – GOALS & OBJECTIVES

Goal	Policy	Governing Document
Section 1013	• There shall be a Board of Library Trustees consisting of five members to be appointed by the City Council. No member of the Board shall hold any paid office or employment in the City government. • All persons appointed shall be registered voters of the City and shall maintain their principal place of residence within the City at the time of their appointment. If at any time during their term any member of the board shall cease to be an elector of the City or shall cease to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the board and said position shall be declared vacant by the City Council.	Sunnyvale Municipal Code
Section 1014	• The Board of Library Trustees shall have power to: (a) Act in an advisory capacity to the City Council and City Librarian in all matters pertaining to the City Library; and (b) Exercise such other functions as now or hereafter may be prescribed by the City Council and which do not conflict with the provisions of this Charter. (Amended effective July 8, 1968 and November 28, 2007)	
Goal CC-7	**Appropriate Library Facilities: Maintain library facility and purchase materials that are easily obtainable and appropriate based on changing community needs.**	General Plan
	Policy CC-7.1: Provide access to the library and materials	
	Policy CC-7.1A: Review the need to provide library signs in languages other than English.	
	Policy CC-7.2: Maintain a full-service library adequate to meet community needs.	
	Policy CC-7.2A: Study the space needs of the library as the population grows and diversifies and recommend the most appropriate configuration for services and facilities.	
	Policy CC-7.2B: Explore the feasibility of retail and/or food/beverage service and space for library customers.	
Goal CC-8	**Broad and Diverse Library Collection: Provide a broad and diverse collections of books and other library materials to meet the varied interests and needs of the community.**	
	Policy CC-8.1: Provide a collection of materials in print, audio-visual and electronic formats in support of all library services.	
	Policy CC-8.2: Give high priority to the following: – Collections of materials for children and their parents, teachers and care givers – Collections that support reference services – Providing educational support for library users of all ages – Developing the library's collection of popular materials	

02/27/16

BOARD OF LIBRARY TRUSTEES – GOALS & OBJECTIVES

Goal	Policy	Governing Document
Goal 6.2B	**Provide library services to help community residents find and use the materials and information they need**	Council Policy 6.2.1
	Policy 6.2B.1: Give high priority to providing reference services for library patrons of all ages	
	Policy 6.2B.2: Organize and present materials so library users can find what they need	
	Policy 6.2B.3: Ensure lending procedures that are convenient to library users	
	Policy 6.2B.4: Provide outreach services at times and locations to meet needs of customers who do not travel to the Main Library	
Goal 6.2C	**Provide library programs and publications to educate, enrich and enlighten library users**	
	Policy 6.2C.1: Promote life-long use of the Library and Love of Reading through programs for children	
	Policy 6.2C.2: Provide programs for teens and adults to reflect and expand the broad range of interests of community residents	
	Policy 6.2C.3: Give high priority to helping library visitors learn how to use the library and its resources	
	Policy 6.2C.4: Promote and publicize the Library so collections and services are known to a wide range of Sunnyvale residents and businesses	
Goal 6.2E	**Use new technology to optimize the development and delivery of library services**	
	Policy 6.2E.1: Serve as an access point in the distribution of information in digital formats and other formats that evolve in the future	
	Policy 6.2E.2: Evaluate new technologies to improve the delivery of library services	
Goal 6.2F	**Foster a collaborative organization to attain a high performance and customer-focused Library**	
	Policy 6.2F.1: Establish cooperative relationships to maximize the effectiveness of Library services	
	Policy 6.2F.2: Incorporate community input and use other tools to assess the effectiveness of library services	
	Policy 6.2F.3: Maximize the skills and knowledge of the library staff to deliver high quality library services	
	Policy 6.2F.4: Adopt practices and systems which streamline workflow to make library services and materials available to the public	

City of Sunnyvale

Agenda Item

17-0153   **Agenda Date:** 3/6/2017

Review of FY 2017/18 Library Fee Schedule

	Fiscal Year 2016/17	Fiscal Year 2017/18	Charge Code	Object Level 3 & 4	Title (Obj. Lvl 3)	Title (Obj. Lvl 4)			Notes
DEPARTMENT OF LIBRARY AND COMMUNITY SERVICES									
SECTION 6.01 FINES AND FEES									
A. ~~Patron Library Card~~									
~~Replacement library card~~	~~No Fee~~	~~No Fee~~	~~799371~~	~~2105~~	~~Misc. Library Charges~~		~~0.00%~~	~~0.00%~~	This fee was removed in last year's budget.
~~B.~~ A. Fines for Overdue Materials									
Books, CDs, Books on CD, DVDs, E-Book Readers, Magazines, etc.									
Per Day Per Item	$0.30	$0.30	620100	1502 - 1	Fines-Library Overdue Mat	Circulation Desk Payments	0.00%	0.00%	
Not to Exceed Per Item	$10.00	$10.00	620100	1502 - 1	Fines-Library Overdue Mat	Circulation Desk Payments	0.00%	0.00%	
~~C.~~ B. Charges									
Replacement Cost for Lost or Damaged Item	Cost of Item as Represented in Library Record	Cost of Item as Represented in Library Record	799371	2102	Lib - Lost & Damaged-Circ Desk Pymts				
Processing Fee for Lost or Damaged Paperbacks, Boardbooks, Magazines, Pamphlets	$5.00	$5.00	799371	2102	Lib - Lost & Damaged-Circ Desk Pymts		0.00%	0.00%	
Processing Fee for Lost or Damaged Items (Except Paperbacks, Boardbooks, Magazines, Pamphlets)	$12.00	$12.00	799371	2102	Lib - Lost & Damaged-Circ Desk Pymts		0.00%	0.00%	
~~D.~~ C. Internet Payments									
Library Fines and Fees Collected via Internet	As Described Above in Section 6.01 A, B, and C	As Described Above in Section 6.01 A, B, and C	620100	1502 - 2	Fines & Fees-Library	Internet Payments			

17-0214   **Agenda Date:** 3/6/2017

Overview of Day in the District

Tips for Lobbying Your Legislator
CLA's "Day in the District"
March 2017

What is "Day in the District?"

"Day in the District" is an effective way to build relationships with your legislator(s) by concentrating your time with the legislator in his or her <u>district</u> office, rather than at the busy State Capitol. Developing relationships with new legislators and bolstering your relationship with continuing legislators is incredibly important for the success of CLA's advocacy platform.

Library directors, staff, Friends groups and trustees, literacy advocates, and other supporters are encouraged to schedule appointments with their legislators **during the month of March.**

These are intended to be friendly "meet and greet" style appointments where you and your colleagues have the opportunity to highlight some of the wonderful programs and services being offered by your library, and to also take the time to address specific legislative issues of importance to libraries.

Advocacy Issue: SCA 3-Dodd (library construction bonds – 55% vote approval)

Senator Bill Dodd (D-Napa) has introduced SCA 3, which seeks to lower the local voter threshold for library construction bonds from the current two-thirds vote to a 55% vote. CLA is the official sponsor of SCA 3 and we will be actively working to secure passage of the legislation in the legislature.

Please raise the issue of SCA 3 during your meetings with your legislator and encourage his or her support of the bill.   Additionally, please ask your Assemblymember or Senator to consider becoming a "co-author" of SCA 3 by Senator Dodd. (*If he or she is interested, please have your legislator contact Senator Dodd's office directly.*)

A recent document prepared by the California Research Bureau, on behalf of the California State Library, indicates that there are 21.6 million registered borrowers at public libraries statewide. 3.3 million of these borrowers are children aged 14 and younger. Public library usage is at an all-time high, so it is critically important that library facilities are safe, ADA compliant, and sizeable enough to serve their patrons. SCA 3-Dodd gives local communities the same tools that K-14 education has had for over a decade: to secure voter approval for local bond construction by 55%, instead of the current 2/3rds vote threshold.

Lastly, SCA 3 will be heard in two policy committees in the Spring – Senate Governance and Finance and Senate Elections and Constitutional Amendments.   If your legislator sits on one of those two committees, please encourage their support when the measure is before them in April and May. (see list)

CALIFORNIA
LIBRARY
ASSOCIATION

Advocacy Issue: State Budget

The Governor's 2017-18 State Budget does not include any new increases for library funding. Due to the Governor's concerns over a future economic downturn, as well as the uncertainty surrounding federal Budget issues, the Governor released a prudent Budget in January, which "holds the line" on current library funding.

The effort to connect public libraries to the high-speed, broadband "backbone" operated by the Corporation for Education Network Initiatives in California (CENIC) continues, but it will be imperative that the state include more funding for this effort in the near future. In particular, there is still a need to provide connectivity for numerous branch libraries, as well as those libraries that face geographic or other challenges that make them harder to connect to CENIC.

- If you are a library that has received a broadband grant and have connected to CENIC, please share your stories with your legislators regarding the improved connectivity and speed that your library is experiencing as a result of the grant funding CLA secured in recent State Budgets. If you are a library waiting to connect to the backbone and would be disadvantaged if you were not provided a connection grant, please indicate your support for continued funding.

Lastly, in the 2016-17 Budget last year the Governor provided $3 million in one-time funding for the purpose of encouraging greater digital delivery and inspiring innovation within the California Library Services Act. This money is currently being allocated by the California Library Services Board to the regional Systems for uses such as expanding Zipbooks, enki subscriptions, and the Simply E discovery app, among other programs. A report, by the State Librarian, will be due to the Legislature and Administration in September of 2017, demonstrating how the funding was spent. If it can be demonstrated that the one-time infusion of funding led to innovation and greater digital delivery opportunities, there may be an opportunity to build upon this effort, commencing in the 2018-19 Budget. Feel free to share examples with your legislator, regarding how your library can benefit from greater digital delivery programs such as those mentioned above.

"Meet and Greets" with legislators: building lasting relationships

Legislators elected under the new term limits law (2012) are allowed to serve in the Assembly or Senate for 12 years. This workplace longevity will allow legislators to learn about issues more substantively, and many of them will serve in key positions affecting library funding or library policy.

Even though many of these new legislators come from local government backgrounds, they may be unaware of the vital, creative, and life-changing programs your public library offers. Thus, "Day in the District" meet and greets become your opportunity to share those stories!

Due to term limits, many of the "library champions" for CLA have recently departed the legislature. CLA is looking for the next generation of "library champions" in the California State Senate and Assembly. *Could your legislator be our next library leader?*

Participation is easy! Just follow these steps!

It's easy to participate in "Day in the District." Organize a group of library supporters to attend a meeting in the legislator's district office. The members of the Senate and Assembly are very interested in learning about you and your work on behalf of public libraries and the issues you face. Here are some specific tips for scheduling your appointment:
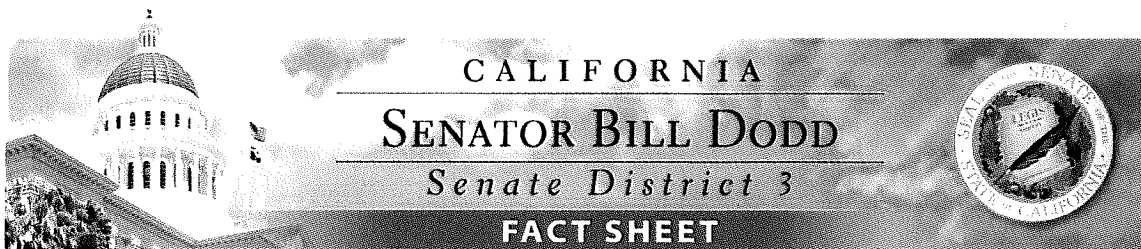
1) The best day to try to schedule a meeting with your legislator in the district <u>is on a Friday or late in the afternoon on Thursdays.</u> (The legislature is in Sacramento from Monday until Thursday morning during the month of March.)
2) Have one person serve as the "meeting contact/coordinator." This person should contact the legislator's district office scheduler directly to make the appointment. (If you don't know how to reach your legislator's district office, click on the tool on the CLA "Day in the District" webpage called, "Find your Assembly Member or State Senator.")
3) The "meeting contact/coordinator" can then relay the time, date, and location information to the meeting participants, and can keep them updated should the schedule change.
4) The scheduler in the legislative office may ask who will be in attendance. Offer to email the scheduler that information.
5) On the day of the meeting, be prompt and plan on your meeting lasting approximately 20 minutes.
6) In advance of the meeting, determine who will lead off the discussion for your group and who will raise particular points, issues, etc.

Final tips for a successful meeting

Remember:

- Keep your meeting positive and friendly.
- Organize your key points ahead of time.
- Offer to serve as a resource and please leave your business cards and any helpful pamphlets or flyers about your library with your legislator and staff.
- Invite your legislator to tour your library in the near future or to participate in story-time events, etc.
- Days later, send a quick follow-up note, thanking your legislator and his or her staff for their time. Enclose your business card or contact information again.

Thank you for your participation!

SCA 3 – DODD
LOCAL LIBRARY BONDS – VOTER THRESHOLD

Summary

SCA 3 would amend the State Constitution to allow cities, counties, and special districts to issue bonded indebtedness for library related capital outlay, as specified with 55% voter approval.

Background

There are 1,114 public libraries in California. Libraries provide vital services to the state's educational system and to communities across the state. More than 22 million people use California's public libraries annually.

Students, adults, seniors and those with hearing and visual impairments, among others, rely on public libraries more than ever before. Libraries provide a variety of services including literacy and study instruction, Internet access, and disability services. Professional librarians assist people in finding source material for research, employment training and work opportunities, reading pleasure, and more. Libraries are also an integral part of our public education system, where students receive guidance for effective study habits. This service has become even more important in light of cutbacks in school based libraries over the last 15 years.

The last state library bond was approved by voters in 2000. The bond amount was $350 million. However, because the statewide need was more than $2 billion at that time, approximately three fourths of the shovel ready library projects were left unfunded. According to a needs assessment done in 2016, there are 559 California public library "immediate need" projects awaiting $4.1 billion in funds. Projects range from seismic retrofits, to addressing ADA compliance issues, to the addition of more space to meet growing demand.

Existing Law

The California Constitution requires cities, counties, and school districts to obtain voter approval for long term debt. If the debt is secured by an ad valorem tax on property, the debt must have 2/3 voter approval. The Constitution however, allows school districts, community college districts, and county offices of education to issue bonded indebtedness for school facilities with 55% voter approval.

This Bill

SCA 3 would lower the vote threshold to approve the issuance of bonds by cities, counties, and special districts for the purpose of constructing, reconstructing, rehabilitating, or replacing public libraries, to 55% instead of two thirds of the voters voting in an election.

Support

California Library Association.

Opposition

Contact

Les Spahnn; leslie.spahnn@sen.ca.gov; 916-651-4003

California's Public Libraries and CENIC: Frequently Asked Questions

What is CENIC?

CENIC, the Corporation for Education Networks Initiatives in California, a California non-profit corporation, is the shared network services organization serving California's education and research institutions since 1997.

California's education and research communities leverage their resources under the umbrella of CENIC in order to obtain high quality, cost effective networking and network-based services. CENIC enables members of California's education and research communities to obtain cost-effective, high bandwidth networking via shared services to support their missions and respond to the needs of their faculty, teachers, staff, and students.

CENIC designs, implements, and operates CalREN, the California Research and Education Network, a high-bandwidth, high-capacity Internet network specially designed to meet the unique requirements of these communities, and to which the vast majority of the state's K-20 educational institutions, from K-12 to research Universities, public and private, use as their source of networking from their institutional networks to the rest of the world.

CalREN consists of an owned 3,800-mile CENIC-operated fiber optic backbone network to which over 10,000 schools, colleges and Universities in all 58 of California's counties connect via fiber-optic cable or leased circuits obtained from telecommunications carriers. Over ten million Californians use the CalREN network every day.

How is CENIC governed?

CENIC is governed by its member institutions. CENIC's members compose its Board of Directors, who have fiduciary responsibilities and set its priorities and directions. These member institutions also donate the expertise of their staff through participation in various committees and councils designed to ensure that CENIC is managed effectively and efficiently, and to support the continued evolution of the network as technology advances. The five current governing segments, known as "Charter Associates," are UC, CSU, private colleges (Caltech, Stanford, USC), California Community Colleges, and California K12. Libraries would constitute a sixth governing segment. Each Charter Associate appoints three members to the CENIC Board of Directors.

What are the benefits of joining the CENIC community?

- CENIC Charter Associates – University of California, California State University, California Community Colleges, California K12, Caltech, Stanford, and USC – are stakeholders in the provisioning of networking, network assets and services, via CENIC's governance and advisory groups. Libraries will be among the Charter Associates.
- A strong voice on issues relating to networking nationally and within California.
- Highly reliable, high-speed Internet connectivity among libraries, schools, and colleges in California, through an innovative leading-edge network
- Non-measured commodity networking as a part of CENIC membership, with use limited only by speed of connection (circuit size) from member institutions to CENIC's CalREN backbone network.
- Reliable access to other national networks such as Internet2, ESnet (Department of Energy) and National LambdaRail via CalREN's multiple connection points.
- A Network Operations Center (NOC) that understands member institutions and is focused on meeting the needs of such organizations — ready to provide advanced network services 24 hours a day, 7 days a week, 365 days a year.
- Access to consulting services and project management for installing fiber to members' sites.
- Participation with other libraries and educational institutions on networking issues, via various CENIC-sponsored events and working groups.
- Provisioning of high-speed networking services, customized where necessary, for researchers when pursuing research opportunities such as those offered by the National Science Foundation (NSF) and the National Institutes of Health (NIH), which require access to advanced, high-speed networks like CalREN, for educators when pursuing opportunities such as those through the Department of Education, and for libraries and museums when pursuing opportunities such as those offered through the U.S. Institute of Museum and Library Services.
- A statewide federal E-rate consortium managed by CENIC.
- Programs and partnerships focused on improved broadband capacity for CENIC member institutions in un- and underserved parts of California.
- Shared network services (e.g., "cloud services") to support research, educational, and administrative missions of member institutions.
- Extremely cost effective circuits between CalREN and library, education, and research sites via an aggregated, statewide circuit RFP process managed by CENIC.
- National and global collaboration with other researchers, educators, and librarians via highly reliable, uncongested Internet services through an optical backbone infrastructure.
- Lastly, and importantly, libraries would become part of a statewide high-bandwidth intranet, connecting libraries to existing (and prospective) school and college partners.

Why should libraries' connectivity be managed at the state level? Wouldn't it be better to leave that to local communities?

In today's economic times, libraries can be thought of as "economic first responders" for those who lack access to information technologies. As such, they require highly robust, high-speed connectivity. Today, many libraries do not have the connectivity required to serve their communities. By combining the buying power of California's 1100 libraries with that of K-20 education, significant one-time and ongoing cost savings can be realized.

In addition, a unified statewide library network will allow applications to interoperate in a way that would be difficult if libraries were connected to disparate network providers. These applications might include shared licensing (for both content and business applications), broad-based content sharing, cloud computing applications, and system or multi-system library cards.

How would libraries connect to CalREN?

Libraries would typically be aggregated through system libraries and physical connectivity to library sites can be achieved by a variety of means, including

- Connecting library systems using CENIC-managed fiber or circuits leased from telecommunications providers;
- Connecting library systems to K12 or Community college sites currently participating in CalREN;
- Connecting libraries and/or library systems as participants in network rings current serving K12 and Community college sites; and
- A combination of the above three options.

Circuit costs to connect to the CalREN network are funded by library systems or individual libraries.

How is the $4.5M/year CENIC Charter Associate fee set, $2.25M of which is requested from the General Fund? Specifically, how was the Public Library Segment fee derived?

CENIC is a not-for-profit 501(c)3 corporation providing advanced network services for California educational institutions and related organizations such as libraries and health care.

As a not-for-profit, CENIC's fees are set by its Board of Directors on a cost-recovery basis. These fees are currently set at $4.5M/year for each of the multi-site segments (the University of California, the California State University, the California Community Colleges, and the California K-12 system). These fees cover the network infrastructure, network services procured from external organizations, and support costs such as salary for CENIC's staff of 50 (most of which are technical staff providing 24x7x365 services to the institutions connected by CENIC's network).

CENIC technical staff have performed an analysis of the traffic volumes projected for the approximately 1,100 libraries proposed for connection to the CENIC network. Based on this analysis, CENIC expects that network upgrades totaling $18M will be required to carry this traffic.[1] This equipment is amortized over 4-6 years depending on specific equipment types. Accordingly, CENIC proposes to extend the $4.5M annual fee to the California libraries, providing a four-year period in which CENIC will recover its direct costs, with the fifth-year fee serving as a prorated allocation to CENIC's support services.

The $2.25M from the General Fund would be matched with a grant from the California Teleconnect Fund, which CENIC will work to secure.

How would a statewide E-rate consortium for libraries function?

CENIC's first E-rate application for the K12 node sites on the CalREN network dates back to 2002. CENIC is the applicant for the largest consortium E-rate application in the country, serving over 90 percent of K12 schools and districts in California. CENIC has more than ten years experience in securing federal E-rate discounts and California Teleconnect Fund discounts, the state equivalent of the federal E-rate program.

CENIC is in a unique position to organize and lead a statewide E-rate consortium for public libraries in California. Moreover, CENIC's buying power and experience with telecommunications service providers will result in an immediate benefit to public libraries and library systems across California. As it does for K12, CENIC would coordinate library circuit purchases through a common statewide Request for Proposals (RFP) process – a process that is attractive to telecommunications providers as it provides a single point of contact and purchase aggregation, and a process that provides significantly lower costs to libraries (as it does currently for K12, the California Community Colleges, the CSU, and UC). An E-rate consortium would include the following activities:

- Annual review of bandwidth use and upgrades
- Annual procurement of last-mile data circuits (Form 470 and/or RFP)
- Review Form 470 responses
- Award circuits and negotiate contracts
- Obtain needed data/statistics to complete discount calculations and cost-allocations, where applicable
- Prepare all data and Form 471 attachments
- Submit and certify E-rate application(s)
- Respond to annual Program Integrity Assurance (PIA) inquiries from the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD)

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[1] See attachment #1 for details on backbone costs.

Attachment 1

ATTACHMENT #1: Backbone costs to connect Libraries to CalREN over a 5 year period[2]

- Additional 180 head-ends needed with an assumption that 50% connect at 1GE, and the other 50% connect at 10GE
- New traffic on backbone: 90G+900G = 990G
- To achieve a 4:1 oversubscription, we need ~250G of new carrying capacity on the backbone. Each backbone segment will need to be upgraded.

Backbone segments	Optical costs	Router costs
LA-Tustin	$706,800.00	$636,000.00
Tustin-San Diego	$706,800.00	$636,000.00
San Diego – Riverside	$706,800.00	$636,000.00
Riverside – Bakersfield	$706,800.00	$636,000.00
Bakersfield-Fresno	$706,800.00	$636,000.00
Fresno-Fergus	$706,800.00	$636,000.00
Fergus – Sacramento	$706,800.00	$636,000.00
Sacramento – Oakland	$706,800.00	$636,000.00
Oakland – Sunnyvale	$706,800.00	$636,000.00
Sunnyvale – Soledad	$706,800.00	$636,000.00
Soledad – San Luis Obispo	$706,800.00	$636,000.00
San Luis Obispo – LA	$706,800.00	$636,000.00

Backbone Hardware Total	$16,113,600.00	
Basic assumption that 10% of new traffic has to go to paid transit:		
-4-year cost of three new 10G ISP connections	$1,077,120.00	
-Hardware for three new ISP connections	$954,000.00	
Total Hardware costs to add Libraries to CENIC phased in over 4 years	**$18,144,720.00**	
Fee for CENIC support services prorated in Year 5	**$4,500,000.00**	
Total Hardware and Labor costs	**$22,644,720.00**	
Revenue Requested at $4.5M/year over 5 years	**$22,500,000.00**	

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[2] Hardware refresh cycles will begin in Year 6; repeating costs above