MEETING DATE: March 21, 2024

TO: Library Board of Trustees

FROM: Jaime Cortes, Senior Librarian

SUBJECT: EQUIPMENT AND LICENSING RENEWAL FOR VARIOUS INFRASTRUCTURE UPGRADES FOR MAIN AND HUNT LIBRARIES

SUMMARY

Additional funding is needed to renew important Library licensing and internet infrastructure for the Main and Hunt Libraries.

RECOMMENDATION

Approve the use of up to $29,000 from either the Foundation and/or Friends of the Library Restricted Accounts to supplement the remaining costs to purchase needed infrastructure upgrades for Hunt and Main Libraries and license usage not covered by the E-Rate Grant funding. Any amount not used for the remaining costs shall remain in the Foundation and/or Friends Restricted Accounts when the purchases are complete.

FISCAL IMPACT

$29,000 from the Friends of the Library and/or Foundation Restricted Account.

DISCUSSION

FY2024 E-RATE RFP (Main & Hunt)

Currently necessary library hardware and internet licenses are due to expire late this year. These licenses and hardware allow the library to provide and ensure safe and protected internet access for library patrons and staff. To keep providing such integral services, these licenses need to be renewed. The requested licenses will provide the Library and the reopening Hunt Branch Library with extra security features and analytics for their firewall and security appliances. These appliances allow for safe communication between devices and ensure that they can connect to the internet safely. Additionally, the licenses enable City IT to monitor the internet and Voice Over Internet Protocol (VoIP, that is phone calls over the internet) of both the Main and Hunt Libraries. These types of licenses are used on all City network devices and are valid for three years. **The current licenses are set to expire on 12/10/24**. Public libraries depend on these types of licenses with up-to-date security, monitoring, and stability. E-Rate grants are among the most cost-effective ways public libraries and K-12 schools pay for internet and network infrastructure.

E-Rate grant funding is provided by USAC (Universal Service Admin Co.), which administers the Universal Service Fund under the direction of the FCC. The Universal Service Fund provides funds for equipment and licensing up to a certain amount based on socioeconomic factors of the surrounding area. The licensing is covered at an E Rate of 30%, meaning the

Library provides the remaining 70%. The needed network infrastructure upgrade is covered at an E rate of 80% meaning, the Library only needs to provide the required 20% in additional funding for it.

FY2024 Internet Access (Hunt)

Hunt Branch Library is eligible for discounted internet access with an annual cost of $3,808.01. The service is month to month and the monthly cost would be only $317.33. A savings of over $1300 as IT reports monthly internet costs at Hunt Branch Library is currently $1600.

FY2024 C2/Equipment (Hunt)

In addition, to prepare Hunt Branch Library for future internet capabilities and compatibility, a Network Infrastructure upgrade is needed. The upgraded infrastructure will allow Hunt Branch Library to be added to the existing CENIC contract that the Main Library is already benefiting from. By doing so, the cost of providing internet to both staff and guests at Hunt Branch Library will be greatly reduced or possibly covered entirely. The application window will open this fall we will be contacted when it is time to apply and by having the compatible equipment ready it will allow for a more streamlined integration.

FY2024 E-RATE RFP (Main & Hunt)

Internal Connections Total Project Cost	$32,487.55
Total Ineligible Costs	$18,786.59
Available Grant Funds	$78,989.12
Total Project Overbudget	$0.00
Total Grant- Eligible Amount	$13,700.96
USAC Portion (80%)	$10,960.77
Fullerton Public Library System Portion (20%) + Ineligibles+ Overbudget	$21,526.78

FY2024 Internet Access (Hunt)

ANNUAL MRC Total	$19,040.04
ANNUAL MRC Ineligible	$0.00
ANNUAL MRC Eligible	$19,040.04
USAC ANNUAL Portion of Recurring Fees (80%)	$15,232.03
Fullerton Public Library System ANNUAL Portion of Recurring Fees (80%)	$3,808.01
ONE Time Total Cost	$0.00
ONE Time Fees Ineligible	$0.00
ONE Time Fees Eligible	$0.00
USAC Portion ONE Time Fees (20%)	$0.00
Fullerton Public Library System Portion ONE Time Fees (80%)	$0.00
TOTAL USAC (80%)	**$15,232.03**
TOTAL Fullerton Public Library System (20%)+Ineligibles	**$3,808.01**
Contract Term	**MTM**

FY2024 C2/Equipment (Hunt)

Internal Connections Total Project Cost	**$25,750.42**
Total Ineligible Costs	0.00
Available Grant Funds	$78,989.12
Total Project Overbudget	$0.00
Total Grant-Eligible Amount	$25,750.42
USAC Portion (80%)	$20,600.34
Fullerton Public Library System Portion (20%) + Ineligibles+ Overbudget	$5,150.08

FPL's Total Cost for All three Grants is $26,676.86