

## **Bill & Melinda Gates Foundation Opportunity Online Broadband Grant**

### Background

The director of each eligible library has been asked to attend, with a local partner, the NY State Broadband summit on June 3 and 4 at the Sagamore Inn at Bolton Landing.

This summit is an opportunity for key people - the directors of a wide range of libraries from all parts of NY State and local and state influencers with the power to support broadband in libraries- to engage in a directed conversation regarding successes and strategies for improving and sustaining connectivity.

Eligible libraries that attend the summit will then be permitted to submit a plan for upgrading broadband services for their patrons. Ultimately, these plans will be incorporated into a grant application to be submitted by the NY State Library to the Gates Foundation on their behalf.

Upon application approval, libraries funded by the Opportunity Online Broadband Grant may have the option to:

- receive training to improve their knowledge of broadband and technical issues
- obtain technical assistance in upgrading and maintaining quality Internet connection speeds
- participate in E-rate application support and assistance
- purchase hardware and software infrastructure upgrades to raise their connectivity to speeds greater than or equal to the 1.5Mbps
- secure funding for two years to defray the incremental expense of monthly improved connectivity costs (contingent upon a 50 % match and an accepted sustainability plan)

## Upgrade Plan Introduction

To make it easier for each library to develop a broadband upgrade plan that contains all necessary information, the following worksheets (pages 4-6 plus cover sheet) are provided.

It is expected that each library will start developing a plan prior to the summit and finish it up shortly afterwards.

If any part of these worksheets is unclear, or if you have questions regarding the grant and broadband in your library, please feel free to contact either Mary Linda Todd, NY State Gates Grant Administrator or Mary Ann Stiefvater, Grant Coordinator.

This completed plan should be submitted electronically by June 12, 2009 to:

**Mary Ann Stiefvater E-mail: [mstiefva@mail.nysed.gov](mailto:mstiefva@mail.nysed.gov)**

Complete contact information for Mary Ann and Linda is as follows:

<p>Mary Ann Stiefvater          Division of Library Development          New York State Education Department          Cell phone/vm: 315-794-5122          E-Mail: <a href="mailto:mstiefva@mail.nysed.gov">mstiefva@mail.nysed.gov</a></p>	<p>Linda Todd          Library Development Specialist          Division of Library Development          New York State Education Department          Cultural Education Center 10B41          Albany, New York 12230          phone:518.486.4858vm/518.474.7890          E-Mail: <a href="mailto:mtodd@mail.nysed.gov">mtodd@mail.nysed.gov</a></p>
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Additional information about the Opportunity Online Broadband Grant is available on the NY State Broadband Grant website, URL <http://www.nysl.nysed.gov/libdev/gateslib/broadbnd/>

<p><b>The State Education Department New York State Library Division of Library Development</b></p> <p><b>Bill and Melinda Gates Foundation Opportunity Online Broadband Grant Program</b></p>	For LD Use Only			
	Alpha Code	P	R	S
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**Individual Library Connectivity Upgrade Plan**

Library Name:	
Library System Name:	
Project Title:	
Project Director's Name:	Telephone # (    ) Email address:
Library Director's Name:	Telephone # (    ) Email address:
Grant Funds Requested: Cash Match library will contribute (optional): In-Kind Match (staff time, etc.):	
Congressional District(s) Within Area to be Served by Project (List by number -- See Congressional Districts List)	

**Existing Services:**

Describe your current Internet connectivity. Your description should include the following:

1. What type of Internet service connection(s) do you subscribe to for public use? (DSL, Cable, Dial-up)
2. How many Internet access subscriptions for public use do you presently have?
3. What is the name and address of the company from which you receive this service?
4. How much does your library pay for each Internet connection?
5. Is that a monthly charge or an annual charge?
6. Do you utilize E-rate to help offset these costs?
7. Do your library users ever complain about slow Internet connection speeds?
8. How many public access computers are in the library? What is the number of public access computer usage sessions?
9. Is your public use segregated from administrative use?
10. Is this Internet service connection part of a larger network that is shared by other users outside the library? If so, what type of network is it and with whom do you partner? (Example: your Internet connection is provided by your municipality)
11. What services requiring Internet connectivity does your library presently offer?
12. Who else in your community can offer high-speed connectivity?

**Upgrade Proposal:**

What is your plan for improving your Internet connectivity? Please be specific. Your plan should include the following information regarding your change in connectivity:

1. What are the desired results of this project? What new services will you be able to offer? Will this increase enable you to meet public expectations/needs? If yes, please supply specifics. If not, what other steps would make it possible to meet your patron's needs?
2. Will you be partnering with any other agency(ies) for this project? Are there opportunities for you to aggregate demand?
3. What options exist for increased connectivity? What technical support will you require to assess these options to select the best for your library?
4. What plans do you have for obtaining the required matching funds?
5. What type and speed of Internet service will you provide when this project is completed? Will your Public use and Administrative use be segregated?
6. From whom will you purchase this service?
7. What equipment will you need for the infrastructure changes and services for new higher speed Internet connections?
8. How will your library meet the ongoing costs of sustaining this upgrade beyond the time (two years) of this grant?

**Proposed Budget Summary:** (At this time, it is not clear that the Gates Foundation will allow all of the following costs, but it is important for the State Library to know all the costs involved in your upgrade project.)

CATEGORIES	PROPOSED COSTS
Code 15 Professional Salaries	
Code 16 Support Staff Salaries	
Code 40 Purchased Services	
Code 40 Purchased Services: Connectivity Vendor Costs	
Code 45 Supplies and Materials	
Code 46 Travel Expenses	
Code 80 Employee Benefits	
Code 30 Minor Remodeling	
Code 20 Equipment	
<b>TOTAL</b>	

On a separate sheet, please provide a brief narrative explaining the proposed expenditure for each of the codes you have utilized.